

JOB DESCRIPTION

Job Title:	Fundraising Officer
Date:	November 2024
Department:	Fundraising & Comms team
Line Manager:	Fundraising & Partnerships Manager
Grade/Pay Scale	£25,000 - £27,000 per annum
Location:	Hybrid Working – remote and Burton on Trent office, with regular travel across East Staffordshire
Status:	Full time Permanent role. Subject to 6 months probationary period.

Job Purpose

The Fundraising Officer will ensure maintenance and growth of income generation through nurturing existing donor relationships and seeking opportunities to develop new ones. Organising fundraising events and activities to raise funds. Attend networking events to support the role and be able to work on own initiative whilst also valuing the benefits of being a strong team member.

The Fundraising Officer should be dedicated to making a difference to the many people we support through our homeless provision and wider services. We believe everyone deserves a place to call home.

Scope of Job – main tasks, duties, and responsibilities

Internally

- To work closely with colleagues in the fundraising & comms team to take a supportive approach to co-working and delivering shared activities
- To develop positive working relationships with colleagues outside of the fundraising team, recognising yourself as part of a wider team within YMCA Burton. Developing relationships with, and working closely with wider colleagues can support the objectives of our team & broaden our income generation
- To act as an advocate and ambassador of the YMCA, promoting and exemplifying the YMCA's core values, mission, vision, and ethos, to protect the YMCA's reputation positively and proactively.

Fundraising

- Seek out new partnerships, engaging with a wide variety of audiences from schools, individuals to community groups to maximise fundraising opportunities and to steward donors to achieve long-term support.
- Responsible for managing relationships with new and existing donors, ensuring they are fully supported throughout their donor journey and have a consistent point of contact. Your support should be tailored for all relationships including but not limited to community groups, individuals, and schools, ensuring all interactions and activities are underpinned by the principles of good donor care. There will be some corporate networking and development too.
- Plan, lead on, and deliver a set of events and meetings which feed into the wider calendar of events within the fundraising team
- Prepare and deliver talks and pitches to organisations to increase awareness of and fundraising support for the organisation's activities and purpose
- To support the development of fundraising related comms by working with the media & comms team member to ensure they have any information they need
- Use available methods of communication as appropriate, including face to face communication, telephone calls to build long term relationships with the community and businesses
- To represent YMCA Burton in radio and television interviews where relevant to the promotion of a fundraising activity
- Secure sponsorship and auction/raffle prizes for upcoming events and appeals
- To oversee other fundraising activities, tasks and projects as directed by the Fundraising & Partnerships Manager.
- To utilise stories, case studies and quotes from colleagues & clients to build into conversations and any fundraising materials. This enables us to share relevant detail to existing and potential donors. Work closely with wider colleagues to assist with gathering this information as required.
- Use of LinkedIn to establish new contacts and develop relationships.

Administrative

- To support in the management of our preferred online giving platform Just Giving
- To support the Line Manager with developing an operational plan to achieve annual targets
- Acknowledge donations and respond to enquiries
- To ensure our Donorfy CRM database is kept up to date with donor/supporter information and recording if relevant activities and communications, in line with GDPR. To supply reports as required.
- Monitor monthly and quarterly target setting to support the fundraising team KPI targets

Compliance

- To ensure all YMCA Burton fundraising activity is delivered in line with relevant legislation and regulation. This includes adhering to internal procedures, policies, and processes

- To take a proactive approach in keeping up to date with changes to the fundraising regulator and charity law

General duties and responsibilities

- To undertake such other duties, training and/or hours of work as maybe reasonably required, and which are consistent with the general level of responsibility of this job. This may include some evening & out of hours work by prior arrangement
- To have personal responsibility for maintaining individual and professional development to meet the changing demands of the job and YMCA Burton, by undertaking appropriate training and development activities.
- To undertake mandatory health and safety training and related activities such as Safeguarding vulnerable adults, Fire safety awareness etc. as required for the post and as required by YMCA Burton to comply with our Health & Safety Policy.
- To act in accordance with the organisations financial regulations and procedures as required.
- To supervise and support volunteers assisting at events or representing the team
- To comply with legislation and company policies including Confidentiality, Information Sharing, GDPR, IT, Safeguarding vulnerable adults and children, Equality, Diversity & Inclusion policy.
- To undertake any other duties commensurate with the grading of the post subject to reasonable adjustment under the Equality Act.
- The duties of the post may change and develop from time to time in the light of new legislation, our policies, organisational development, and social trends. Any such development will be monitored in concurrence with the Chief Executive and will be reflected as necessary in the aims and objectives of the post.

Special Conditions (if applicable e.g., unsociable hours, travel etc.)

- Able to work unsociable hours on occasions as required. Participate in YMCA Burton staff conference days, training/activities, and represent the Charity at external meetings and events.
- Must be able to drive and have use of own transport and business insurance to travel across East Staffordshire as part of this role.

PERSON SPECIFICATION – FUNDRAISING OFFICER

Please ensure that you address all the essential requirements in your application as these will be used for shortlisting applicants.

Skills/Attributes		
	Essential	Desirable
Qualifications & Education	<ul style="list-style-type: none"> • GCSE English & Maths as minimum level • Committed to undertaking CPD & training as required for the role. 	<ul style="list-style-type: none"> • Fundraising qualification
Skills & experience	<ul style="list-style-type: none"> • Must have a minimum of 1 year community fundraising & event management experience • Excellent written and verbal communication Skills • Attention to detail/accuracy • Excellent organisational skills with the ability to prioritise workload, multi-task, plan, think on your feet and work at a fast pace. • Excellent verbal & written communication skills. • Confident communicator, comfortable liaising with a variety of people. e.g., Trustees, Corporate partners, donors, fundraisers, and colleagues. • Strong IT literacy skills and experience of using outlook & office packages • Able to demonstrate target driven fundraising experience & success. • Experience of planning, delivering & evaluating events. • Able to work with discretion, 	<ul style="list-style-type: none"> • Experience of contributing to internal & external comms. • Experience of using social media platforms. • Experience delivering talks/presentations to external groups. • Experience of using a CRM system

	integrity & discretion.	
Other work-related requirements	<ul style="list-style-type: none"> • Must be able to drive and have use of own transport and business insurance to travel across East Staffordshire as part of this role. (Mileage expenses available) • Flexible to work additional or unsociable hours as required for events, meetings. • Willingness to undergo a satisfactory enhanced DBS check and to register with the DBS Update Service • Ability to support the Christian core values of the Association 	