

# Job Description

<b>Role:</b>	Fundraising Officer
<b>Contract:</b>	Permanent, full time
<b>Reporting to:</b>	Director of Development
<b>Location:</b>	Flexible but the ability to travel is essential
<b>Salary:</b>	Up to £30,000 per annum dependant on experience

## Role Purpose:

This is an exciting opportunity to lead on the implementation and delivery of our first Fundraising Strategy. Reporting into the Director of Development, you will play a key role in the further development of our fundraising function, including infrastructure, supporter experience, promotion and marketing. You will be directly responsible for promoting, co-ordinating and supporting fundraising at Making Space to enable this additional income stream to maximise positive outcomes for the people we support, carers, communities and commissioners. You will specifically focus on key areas of community fundraising, donations and legacy fundraising to work towards achieving fundraising targets and the longer term sustainability of our charity. Demonstrable community fundraising experience is essential.

## Principal Accountabilities:

- To develop, implement and maintain key fundraising systems and processes which deliver an excellent supporter experience, from the start to the end of their journey
- To proactively achieve agreed income and expenditure targets and report on progress towards these
- To actively and effectively promote fundraising opportunities to both internal and external stakeholders
- To increase internal knowledge and confidence in relation to fundraising
- To raise Making Space's profile through our fundraising activity to inspire new and existing supporters and ensure the impact of our work is clear to all stakeholders, including regular communications/updates and managing the content on our website fundraising pages

- To be aware of and adhere to fundraising legislation and regulation and ensure a compliant approach to data protection and fundraising standards
- To convey our mission and purpose in a compelling way, which speaks to a wide range of audiences
- To establish and maintain a fundraising database which enables us to accurately track supporters, and update and maintain all records to agreed standards and timescales
- To identify and nurture key fundraising supporters and Volunteer Fundraisers and Fundraising Groups through proactive relationship building, encouraging them to fundraise on behalf of Making Space, with the aim of maximising the funds they raise, and providing an excellent single point of access for all fundraising enquiries
- To co-ordinate the recruitment of volunteers to support local fundraising
- To ensure that local community fundraising events, activities and collections run effectively and are well planned, co-ordinated, marketed and supported
- To adhere to all Making Space's policies and guidelines and a strong working knowledge of our vision, purpose, and impact

### Person Specification

We are looking for a driven, passionate individual to help realise our fundraising ambitions. You must have a genuine commitment to the voluntary sector and identify with our core values.

Experience and Qualifications	Essential	Desirable
Institute of Fundraising Associate Membership or willingness to join	x	
Experience of using managing a fundraising database	x	
Experience of achieving fundraising targets	x	
Experience of arranging successful community based fundraising events	x	
Experience of fundraising performance monitoring including the use of KPI's	x	
Experience of proposal writing and pitching/presenting to audiences	x	
Experience of recruiting and managing Volunteer Fundraisers	x	
Experience of delivering excellent supporter care	x	
Certificate in Fundraising or willingness to complete	x	

Skills, Knowledge and Abilities	Essential	Desirable
Robust understanding of key regulatory and legislative requirements in relation to fundraising including GDPR	x	
Excellent relationship building, engagement and management skills across a wide range of stakeholders	x	
Able to work autonomously and self-direct	x	
Excellent, adaptable communication skills and the ability to convey a compelling narrative through a range of verbal/written channels	x	
Ability to confidently network, develop and sustain partnerships	x	
Strong IT skills including the use of social media and other digital platforms	x	
Reasonable financial management skills including tracking income		x
Able to manage competing priorities and manage time effectively to achieve maximum impact from resources	x	
Ability to produce high quality fundraising documentation including Fundraising Packs, policies and procedures	x	
A sound understanding of what motivates supporters to fundraise	x	
Ability to handle sensitive and confidential information with appropriate care and discretion.	x	

Personal Attributes	Essential	Desirable
Enthusiastic and able to motivate both self and others	x	
Personal commitment to the rights, independence and inclusion of people with mental health needs, learning disabilities, age related needs and dementia	x	
Resilient, flexible and non-judgmental	x	
Problem solving, solution focused approach	x	
Willing to travel including overnight stays if required	x	
Core values of integrity, respect, excellent, knowledge and collaboration	x	
Warm and approachable	x	