**JOB DESCRIPTION**

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| **Organization** | Foothold (The IET Benevolent Fund) |
| **Job title** | **Fundraising development officer** |
| **Location** | Flexible remote with presence at agreed location for team meetings and training as required |
| **Reports to** | Fundraising and communications manager |
| **Hours** | Permanent – 17.5 hours a week (flexible working- core hours Tuesday 10-11 am) |
| **Salary** | £31,500 pro-rata (actual salary £15,750) |

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| **Primary purpose:** | To develop successful relationships with supporters and stakeholders maximising awareness, income and opportunities for Foothold  To lead on growing income from corporates, events & challenges, DIY fundraisers and groups |
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**Key tasks**

* Lead and manage specific fundraising activities as directed by your line manager, working to reach and exceed targets where possible
* Account manage corporate collaborations and provide excellent stewardship, using innovative ways to keep all parties engaged and informed
* Lead a programme of prospect identification, research and solicitation to develop relationships and income from corporate supporters
* Be the first point of contact for DIY fundraisers and events/challenge participants, providing advice, support and guidance to maximise their fundraising
* Build and maintain relationships with the IET Local Network Groups and other industry related groups who may support Foothold
* Contribute to the annual budget setting, phasing and reforecasting programme, providing financial information to your line manager as requested
* Implement and monitor fundraising plans for your specific areas of fundraising responsibility
* Support the creation and implementation of supporter journeys to a sector-leading standard that creates an unparalleled supporter experience
* Work with the fundraising & legacy officer to implement the thanking programme ensuring each donor receives a high quality, personalised thank you in line with agreed timescales
* Build successful relationships with charity partners and supporters, matching interests and motivations to opportunities to support Foothold
* Support the fundraising & communications manager to research and manage a pipeline of approaches to trusts, foundations and major donors
* Represent Foothold at ad-hoc events in the community, giving talks and presentations about the work of Foothold and how people can support us
* Work with the fundraising & legacy officer to oversee the impact reporting programme ensuring donors receive high quality feedback on the impact of their donation
* Work collaboratively with the other members of the fundraising & communications team to achieve team goals and further the mission of Foothold
* Produce reports which evaluate and review fundraising activity, and support on the development of new initiatives to maximise income and supporter engagement
* Proactively stay up to date with emerging trends and developments in charities, fundraising and marketing, harnessing new ideas and concepts to drive forwards Foothold’s mission
* Contribute to and support the delivery of the fundraising, communications, and marketing strategies.

**General**

* Attend regular supervision, team and staff meetings
* Undertake mandatory training as required by Foothold
* Take responsibility for Health and safety of yourself, your colleagues and your environment
* Ensure confidentiality of records and information is maintained in accordance with Foothold’s Confidentiality Policy and Data Protection policy GDPR
* Undertake any other tasks as identified by your manager or the CEO

**Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Experience** | | |
| Experience working within a fundraising environment, collaborating with colleagues to achieve targets | P |  |
| Experience of leading on/project managing fundraising campaigns, appeals & events to achieve targets | P |  |
| **Education and qualifications** |  |  |
| No specific qualification is required, but evidence of recent continuing professional development in an area relevant to the post will be required | P |  |
| **Skills & abilities** | | |
| Ability to build successful relationships, motivate and inspire individuals, businesses and groups to support Foothold | P |  |
| Ability to recognise and develop new fundraising opportunities | P |  |
| Ability to research and develop cases for support, pitches and proposals for a range of audiences | P |  |
| Confident communication skills with an ability to adjust tone and content for different audiences and able to work within brand guidelines | P |  |
| Ability to think creatively, offering new ideas, concepts and solutions | P |  |
| Effective time management skills with the ability to manage competing priorities and deadlines | P |  |
| Ability to troubleshoot difficult situations, and deal with them calmly, diplomatically efficiently and effectively | P |  |
| Ability to work effectively as a member of a small ‘remote’ team | P |  |
| Competent user of Microsoft Office and CRM systems | P |  |
| **Knowledge** | | |
| Knowledge of corporate, challenge event and DIY fundraising practices | P |  |
| Up to date knowledge of fundraising legislation and GDPR | P |  |
| **Personal attributes** | | |
| A proactive, self-motivated and positive approach to work | P |  |
| Commitment to the core values and ethos of Foothold | P |  |
| Willing to work flexibly on other specified duties or projects as appropriate | P |  |
| Willing to undertake training for further development | P |  |
| Willing to work occasional evening/weekend hours in return for time off lieu | P |  |
| Commitment to anti-discriminatory practice and equal opportunities and an ability to apply awareness of diversity issues to all areas of work | P |  |