

Fundraising Officer

Job Description

Title:	Fundraising Officer
Employer:	Making Me (the Charity)
Accountable to:	Head of Fundraising

Overall Purpose of Job

Hours: Approx: 6-10 hours per week. Workload is varied so flexibility is essential.

Salary: £10 per hour.

Job Purpose and Role:

The Fundraising Officer will have day-to-day oversight of the Charity's fundraising activities, under the management of the Head of Fundraising.

Key Responsibilities and Duties:

- Approach businesses, local authorities and individuals to secure funding.
- Increase funds by researching and targeting charitable trusts whose criteria match the Charity's aims and activities, maintaining a database of rolling deadlines for applications, regularly up-dating this in line with the Charity's development.
- Plan donation campaigns and events, managing relevant communications as appropriate.
- Maintain donor database.
- Maintain and develop relationships with existing supporters, including sending out newsletters and Christmas cards as appropriate.
- Develop and coordinate web-based fundraising.
- Raise awareness of the Charity and its work at a local and regional level, including giving talks to groups and seeking media opportunities.
- Organise volunteers and coordinate their work in support of fundraising.
- Oversee communications with funders and ensure impact data and paperwork is completed in a timely manner.
- Other activities in order to meet the requirements of the role, as detailed by the Head of Fundraising.

THIS JOB DESCRIPTION IS INTENDED AS A SUMMARY OF THE MAIN DUTIES OF THE JOB HOLDER, WHO WILL FROM TIME TO TIME BE REQUIRED TO CARRY OUT OTHER ACTIVITIES NOT SPECIFIED IN THIS DOCUMENT

Personal Specification

Knowledge and experience

- Understanding of and commitment to equity, diversity and inclusion.
- Experience of managing community and events programmes.
- Qualification or experience in marketing, media or business.
- Interest in supporting children's wellbeing or a commitment to finding out more.
- Ability to maintain and build professional relationships.
- Understanding of social media and its impact for fundraising.

Skills

- Advanced IT skills particularly Microsoft Word, Excel, Outlook, PowerPoint and Teams.
- Ability to manage workload and prioritise conflicting deadlines.
- Ability to meet financial targets.
- Proactive approach to problem solving.
- Tact, diplomacy and confidentiality.
- Willingness to carry out a range of administrative tasks.
- Excellent written and verbal communication skills.

Other Information

- Making Me is committed to equal opportunities, principles and practices.
- All staff, in their roles & working collaboratively, will be expected to pursue the aims and objectives of the Charity set out in the overall strategic plan for the organisation.
- All staff must work within the policies & guidelines adopted by the Charity.
- All staff will participate in any supervision & appraisal systems adopted by the Charity.

Please note this is a home-based role.