

## Fundraiser

### Role Description

#### **Purpose of the Role:**

Working as part of the fundraising team, you will play a key role in the development, implementation, and administration of our fundraising strategy. Working with our Senior Fundraiser, you will increase and diversify fundraising income through new and existing fundraising activities.

**Reporting to:** Senior Fundraiser

**Location:** Safearbour Memory Wellbeing Centre/Home (Hybrid working)

**Hours:** 37.5 hours per week

5 Days across core days of Monday- Saturday, 9:00am-5:00pm (flexible), with occasional evening events

Part-time applicants will be considered on a job share basis.

**Salary:** £22,308 – £24,000 (dependant on experience)

### The Role Responsibilities

1. Work with the Senior Fundraiser and other departments where appropriate to increase income streams and meet targets.
2. Develop and attend fundraising events.
3. Identify new sources of funding in new areas in line with our recent expansion.
4. Develop relationships with donors, corporates and local communities.
5. Use supporter data to maximise fundraising opportunities, record activity and evaluate campaigns.
6. Work within GDPR and the Fundraising Code of Practice at all times.
7. Keep up to date with industry developments to contribute to the overall development of the fundraising department.
8. Undertake specific projects as requested by the Senior Fundraiser.

*This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The Chief Executive Officer may stipulate other reasonable requirements.*

**THIS POST IS SUBJECT TO A FULL DISCLOSURE AND BARRING SERVICE REPORT**

<b>Person Specification</b>	Essential	Desirable
<b>EXPERIENCE</b>		
Have fundraising or sales experience	✓	
Have experience of running digital fundraising campaigns		✓
Have experience of working with volunteers		✓
<b>SKILLS &amp; ABILITIES</b>		
Have great people skills	✓	
Be able to embrace hybrid working	✓	
Have experience of using CRM systems	✓	
Have experience of using Salesforce		✓
A good working knowledge of MS Office 365	✓	
<b>KNOWLEDGE</b>		
An understanding of dementia, the needs of people with dementia and their carers		✓
Have a working knowledge of using digital media for fundraising		✓
<b>PERSONAL QUALITIES</b>		
Be a logical, organised planner with a high level of attention to detail	✓	
Able to prioritise work to meet deadlines and targets	✓	
<b>QUALIFICATIONS</b>		
NVQ Level 3 or equivalent experience	✓	
Have a certificate in Fundraising		✓
Full UK Driving License and access to a car	✓	