



Fundraiser

Role Description

Purpose of the Role:

Working as part of the fundraising team, the Fundraiser will play a key role in developing new streams of income to meet our fundraising targets. Working within the Fundraising Team, the post holder will increase and diversify fundraising income through new and existing fundraising activities.

Reporting to: Fundraising and Communications Manager

Location: Safeharbour Memory Wellbeing Centre/Home (Hybrid working)

Hours: 37.5 hours per week

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

Part-time applicants will be considered.

Salary: £24,500 - £26,000 DOE

The Role Responsibilities

1. Work with the Fundraising and Communications Manager to identify new funding streams and manage existing funding strategies within the community and with corporate partners.
2. Develop a range of techniques to increase the income we generate from existing community sources and events.
3. Identify new opportunities to generate income from a wider geographical area of Kent.
4. Develop strategies to identify key corporate donors within Kent and Medway.
5. Develop relationships with donors, corporates and local communities.
6. Use supporter data to maximise fundraising opportunities, record activity and evaluate campaigns.
7. Work within GDPR and the Fundraising Code of Practice at all times.
8. Keep up to date with industry developments to contribute to the overall development of the fundraising department.
9. Undertake specific projects as requested by the Fundraising and Communications Manager.

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

<u>Person Specification</u>	Essential	Desirable
EXPERIENCE		
Have fundraising or sales experience	✓	
Have experience of community and corporate funding campaigns		✓
Have experience of working with volunteers		✓
SKILLS & ABILITIES		
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	✓	
KNOWLEDGE		
An understanding of dementia, the needs of people with dementia and their carers		✓
Have understanding of the Fundraising Regulator Code of Practice.		✓
PERSONAL QUALITIES		
Be a logical, organised planner with a high level of attention to detail	✓	
Able to prioritise work to meet deadlines and targets	✓	
QUALIFICATIONS		
NVQ Level 3 or equivalent experience	✓	
Have a certificate in Fundraising		✓
Full UK Driving License and access to a car	✓	