



JOB PROFILE

Job title: Fundraising Officer

Reports to: Head of Fundraising & Engagement

The post holder will develop and build key partnerships within local communities within Surrey to deliver income targets in line with the organisation's five year strategy. This is an opportunity for someone with a commitment to hard work, creativity, and enthusiasm to make a real difference for a local charity.

Job Purpose:

The post holder must have a minimum of two years fundraising experience and use their initiative, personal presence and drive to support all fundraising activity to achieve a substantial increase in unrestricted income.

Principle Accountabilities:

- Research, identify, approach and secure new partnership opportunities
- Provide excellent account management to new and existing partners in order to meet key fundraising and engagement objectives
- Work collaboratively to generate income from partners through creative fundraising initiatives
- Represent the charity at local functions and give presentations when required
- Create engaging assets for applications and pitch presentations
- Support individuals and organisations fundraising for the charity
- Maintain accurate and up to date record keeping of written and oral communication with supporters.
- Ensure all fundraising income is entered onto the database in a timely manner
- Attend occasional evening and weekend events
- To comply with best practice and legal requirements including data protection and charity fundraising.
- Be proactive in keeping up to date with developments affecting your work.
- Carry out other associated duties as may arise, develop, or be assigned in line with the broad remit of the post.
- Support diversity and equality of opportunity in the workplace.

Work Context:

The post holder will be highly motivated and organised to research, identify and build new and existing relationships with local businesses and community organisations in order to increase unrestricted income and engagement for the charity.

Sensory Services by Sight for Surrey constantly needs to reassess its priorities in line with a changing funding environment and the needs identified by its members and service users. These factors are crucial to the charity's survival and need careful attention. In order for the charity to successfully manage these pressures there is a need for all staff to be flexible and work wherever their core skills are needed most. No-one will be asked to carry out work for which they are not properly trained.

COMPETENCIES REQUIRED

Strategic Management/Operational Service Planning/Forward Planning

Understanding the overall aims and objectives of the team and how these contribute to Sensory Services by Sight for Surrey's strategic plan. Planning their work to meet agreed targets, standards, and service user needs. Working within agreed procedures to achieve team and personal objectives. Thinking ahead and identifying where and how their work impacts on the work of the team. The ability to support multiple fundraising initiatives. Develops innovative approaches to fundraising strategy to increase income streams.

Inspiration

Working with other members of Sensory Services by Sight for Surrey, in an imaginative and effective way, to develop partnerships and increase income. Value and support volunteers to support the fundraising strategy.

Making Things Happen

Establish plans, organise and prioritise self and volunteers. Planning resources effectively. Demonstrate a consultative and informed approach to problem solving, using patience and understanding. Able to liaise within the charity and externally with other groups, volunteers and service users.

Communication

Communicating with all people in a positive, accessible, timely and clear manner. Listening actively, demonstrating their understanding of communications they receive and responding to them appropriately. Listening to the other person's point of view.

Developing Others

Sharing their knowledge and skills with others. Supporting others in their development and contributing positively to team development.

Managing Change/Embracing Change

Seeking ways to continuously improve their own performance. Suggesting where improvements in service could be made. Is open to new ways of doing things. Adapting positively to changes and feeding back the impact of changes to their manager, where appropriate.

Personal Impact

Presenting themselves effectively. Striving to develop the competencies they require to do their job. Acting with integrity and in line with the principles of equal opportunities. Respecting the opinion and expertise of others.

Customer Focus

Building good professional relationships with organisations and supporters. Endeavouring to understand what the supporter wants and being responsive to their needs. Responds positively to all feedback.

Use of Technology and Management of Remote Teams

Using relevant technology proactively and effectively to do their job and, wherever possible, to deliver initiatives.

PERSON SPECIFICATION

KNOWLEDGE/SKILLS/QUALIFICATIONS

- Minimum two years fundraising experience
- Confident verbal communicator – over the phone and face to face
- Excellent research skills
- Strong relationship management skills
- Strong communication skills including an ability to produce proposals and reports and to make presentations to a variety of audiences
- Strong MS 365 knowledge and data management skills
- Ability to take a hands-on approach
- Ability to travel across the county with events/fundraising materials

Physical Requirements/Effort:

Ability to travel around the county with fundraising materials and equipment.

Working Environment:

Office based in Fetcham with possible 1-2 days a week working from home/meetings in the local area. Some evening and weekend work for which notice will be given.