

**JOB DESCRIPTION**

**FUNDRAISING OFFICER**

**Job Title: Fundraising Officer**

**Reports to:**  **Executive Director**

**Hours of Work: 28 hours (with potential for flexible hours)**

**Duration: 2 years fixed term with possibility for extension**

**Salary:** **£25,500 – £27,500 pro rata depending on experience**

**About FORWARD**

We are the African women-led organisation working to end multiple forms of violence against women and girls. From female genital mutilation and child marriage to domestic and sexual violence, we tackle abuse and discrimination – enabling African women and girls to have the dignity, health and equality they deserve. For over 35 years we have worked to bring communities together, developing local skills and knowledge, and nurturing young women leaders to enable them acquire the leadership skills, information and motivation they need to transform their lives.

**Job Purpose**

This is an exciting new role at FORWARD with the purpose to help increase funding streams to enable FORWARD to deliver its mission and vision. The post holder will proactively manage and develop a portfolio of appropriate Trusts and Foundations funders; develop possible multi-year funding from funders; and scope the potential for corporate fundraising and increasing donations from individuals to help attain our fundraising objectives.

We seek an experienced fundraiser with approximately three years’ experience and a proven track record of successful fundraising from Trusts and Foundations. The post holder should be skilled in researching and identifying new Trusts and Foundations, and submitting a steady flow of funding applications. The post holder will collaborate with the Executive Director and Senior Management Team (SMT) to retain and increase funding support for the charity from Trusts and Foundations, corporations and individuals, and will work towards establishing a fundraising function and culture within FORWARD.

**KEY DUTIES**

**FUNDRAISING**

* Be the main contact point for the charity’s Trusts and Foundations funders and work closely with the Executive Director and SMT to cultivate and increase funding from these relationships where possible and appropriate.
* Research prospective Trusts and Foundations, and contact with and approach them for funding depending on their timetables and deadlines.
* Write effective fundraising applications to Trusts, Foundations and statutory bodies, including responding to calls for proposals.
* Coordinate with programme team to collate information required for developing proposals and fundraising appeals.
* Manage, oversee and develop a portfolio of existing Trusts and Foundations funders.
* Set and agree realistic yet ambitious targets for fundraising with the Executive Director and SMT and contribute to meeting these targets.

**GRANT MANAGEMENT**

* Work collaboratively with programme team to obtain timely information to write and submit high quality reports on funded programmes including evaluation reports to a variety of funders, according to funder’s deadlines and specifications.
* Keep track and report on external fundraising trends – using a variety of approaches and networks - to ensure FORWARD’s organisational funding pipeline template is up to date / accurate / understood by the wider organisation.
* Build a portfolio of prospective funders to include Trusts & Foundations, corporate funders and individual donors.
* Manage and maintain FORWARD’S prospect pipeline keeping up to date with all funding possibilities and deadlines.

**STRATEGIC DIRECTION**

* Monitor fundraising income and report progress to the Executive Director and SMT on a regular basis.
* Participate in the development and implementation of FORWARD’s Fundraising Strategy.
* Maintain and update fundraising budgets in collaboration with Executive Director and Finance Manager.
* Set up appropriate financial reporting for recording donations, memberships, prospects and events.
* Ensure donor data and FORWARD processes are compliant with relevant / forthcoming fundraising legislation and regulations as well supporting best fundraising practice at all levels of the organisation (e.g. GDPR and PCI compliance).

**COMMUNICATION & STEWARDSHIP**

* Assist with the implementation of a stewardship programme for one off/regular and community fundraisers.
* Ensure that all donations are quickly and correctly processed and acknowledged and produce relevant reports.
* Maintain and deliver a schedule of donor and member communications via online and offline channels such as direct mail, email and social channels.
* Work with marketing/communications colleagues to plan and execute successful fundraising campaigns, support the targeting and testing of strategies and initiation of new campaigns to reach new funders.
* Ensure fundraising materials and stewardship programmes reflect the organisational position and branding, are fit for purpose, and tailored to our diverse supporter base.
* Work with the wider team to ensure FORWARD’s website is regularly updated with information, and liaise with the marketing/communications function as appropriate in achieving these tasks.
* Assist and attend events run by the wider team and use these events as part of cultivating new prospects for Trust and Foundations, corporate and individual donors.
* Create events which cultivate opportunities to deepen supporter engagement.
* Attend regular online and face to face meetings with new and existing donors to encourage new or increased giving.

**General duties**

* Stay abreast of fundraising good practices and legislation, ensuring compliance with Charities Act and Institute of Fundraising Codes of Practice, including training.
* Support quality standards in relation to every aspect of the work to ensure that FORWARD maintains its distinctive positive reputation internally and externally e.g. stewardship materials are fit for purpose, reflect our branding, and are best practice.
* Carry out all aspects of this job description in accordance with FORWARD’s Staff Handbook and policies, including the Diversity and Equal Opportunities Policy; upholding the aims and objectives of the organisation fully.
* Carry out other duties and ad hoc tasks in line with the post’s responsibilities.
* Carry out other duties appropriate to the role and deemed necessary for the effective functioning of the organisation e.g. occasional evenings and / or weekend work.
* Adhere to all organisational policies including health and safety.

**Additional Information**

The above job description reflects the position at the time of writing; it is not intended to be a task list but indicates the general level of work involved. It is expected that duties will be reviewed and revised as required.

**Person Specification**

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| **AREA** | **KEY REQUIREMENTS** |
| **Qualifications** | * Professional qualification at degree level or equivalent in a related field, with evidence of continuing professional development. |
| **Technical**  **Knowledge Experience** | **Essential**   * 3 years- experience of charity fundraising, including experience in multiple income streams. * Knowledge and experience of grant/ trust and foundations applications. * Proven ability in writing and presenting ideas clearly e.g. translating complex ideas into easy to understand proposals. * Proven ability in communicating to a variety of audiences (government officials, partnership meetings, internal staff or new stakeholders) using compelling and persuasive approaches. * Experience of managing relationships with external stakeholders. * Knowledge and understanding of the women’s sector, including violence against women and girls (VAWG) and international development.   **Desirable**   * Project management and administration experience. * A good track record of past fundraising successes. * Excellent track record of stewardship and donor relationships building |
| **Skills and Attributes** | * Excellent interpersonal and stakeholder management skills, and the ability to build good relations both internally and externally. * Highly skilled and confident communicator, both written and verbal. * Well-organised, proactive and able to prioritise own work with strong project management and planning skills. * Creative thinker and a flexible and adaptive worker. * Self-motivated and proactive. * Able to manage conflicting priorities in a busy and vibrant workplace and work to agreed deadlines. * Meticulous eye for detail, excellent proof reader. * Demonstrated commitment to teamwork. * Robust IT skills and confidence using databases, including CRM systems and grant making software. * Ability to effectively use digital media and online campaigns as a means of engaging stakeholders and donors and the wider public in fundraising opportunities. |
| **Personal Qualities** | * Commitment to tackling working on minority communities, including VAWG and human rights of African woman and girls. * Commitment to equality of opportunity and respect for cultural diversity and sensitivity (including ethnicity, age, religion and gender). * Collaborative team player who values and works with colleagues in a spirit of positive learning. * Commitment to the organisational values, vision and mission. |