

Fundraiser



Contract type:	Permanent
Hours:	2 days (14 hours) per week. May be extended to 3 days, subject to performance.
Salary:	£28,000pa pro rata
Location:	Elm Park, Filton, and from home when required
Reports to:	Chief Executive

Job purpose

The Fundraiser will be responsible for all voluntary income generation in support of Network's work, achieving annual targets in line with our organisational strategy. The focus of the role will primarily be on raising funds from Trusts and Foundations and individuals, but will also contribute to Network's communications, develop other income streams including corporate and Church giving, and take responsibility for day to day fundraising financial management.

Key responsibilities

The main aspects of the role are:

- Developing and implementing a fundraising strategy in line with our three to five year financial plans.
- Planning and implementing all activities to raise annual voluntary income targets, currently c.£60,000pa, with significant growth expected.
- Develop an overarching case for support and messaging for funders and the public.
- Providing excellent stewardship and cultivation of Trust and Foundation supporters.
- Undertaking research to identify new Trust and Foundation prospects and to prioritise approaches to prospects.
- Providing excellent supporter care for our small number of loyal individual donors, developing an understanding that will inform appropriate appeals.
- Working with colleagues, including at Trustee level, to identify and build relationships with potential new individual, Church and community supporters.
- Working with the Head of Counselling and Chief Executive to scope, develop and cost compelling, fundable pieces of work that meet the needs of our clients.
- Fundraising financial management, including tracking unrestricted and restricted income and applications for specific pieces of work.
- Managing fundraising aspects of Network's newsletter, social media, website and other communications channels.
- Working effectively with a small part-time staff team, and occasionally Trustees, to foster a 'fundraising culture' at Network.

General responsibilities

- Work within and uphold Network's ethos and values statement.
- Maintain awareness of the fundraising landscape and industry developments.
- Actively and constructively participate in your own development, line management and team meetings.
- Work with an awareness of and in compliance with appropriate legislation and fundraising best practice.

Person specification

Essential	Desirable
At least three years' experience in a fundraising role	Experience in a marketing, communications and/or PR role
Proven experience of successful Trusts and Foundation fundraising to meet annual income targets	Understanding and/or experience of counselling and the transformative opportunities it offers clients
Prospect research and pipeline management skills	Experience of fundraising from and/or working with faith groups, particularly the Christian community
Experience in fundraising from individuals	Experience of successful corporate fundraising
Excellent written and verbal communication skills	Experience of managing communications (ie. social media, websites, newsletters)
Ability to understand, collate and present information from a variety of sources in a compelling way	
Ability to use CRM software effectively to manage donor information and inform strategic approaches	
Proven understanding of fundraising finance management	
Being highly proactive, self-motivated and able to manage own time	
Confidence in building relationships with a variety of stakeholders at all levels	
Experience of working as part of a small team and within the resources available to a small charity	
Commitment to Network's work, strategic plans and ethos and values	
Ability to work with enthusiasm in an organisation with a Christian ethos, and with people of all backgrounds, faiths and worldviews	