

Job Ref: CS/AFR/11/16

### **Independent Options (North West)**

<b>Job Title:</b>	Fundraising Officer
<b>Hours:</b>	37 Hours (flexible – according to the needs of the service).
<b>Salary Scale:</b>	£16,568 - £18,429 per annum
<b>Holidays:</b>	28 days inclusive of bank holidays
<b>Additional benefits:</b>	Contributory pension

<b>Responsible to:</b>	Fundraising Manager
<b>Lead Responsibility:</b>	To work in partnership with the Fundraising Manger to maximise income from individual supporters through individual giving and community support. To act as the first point of contact for individuals wishing to donate on a regular basis to Independent Options.

### **Specific duties and responsibilities**

- To recruit new individual donors.
- To ensure the supporters database is up to date and all records are accurate.
- To manage and maintain our regular giving programme.
- To report on individual giving using the analysis of campaigns to plan future activity.
- Plan and co-ordinate the stewardship of individual donors and develop the donor journey in partnership with the fundraising manager.
- To have a clear understanding of Gift Aid.
- Maximise the amount of Gift Aid our supporters generate.

- To maintain appropriate records to ensure fundraising income is processed efficiently with donor reports & HMRC Gift Aid claim.
- Help and support with fundraising events as appropriate.
- To produce and send thank you letters as required.
- Providing administrative support to the fundraising manager as and when required.
- To work within the requirements of the Data Protection Act.
- Demonstrable success in managing a range of donor recruitment and development techniques.
- Promote the charity externally to local individuals and community groups to encourage community fundraising activities within the local area.
- To promote involvement with sponsored events and to increase the uptake of individuals taking part in sponsored events, e.g. 10K runs, walks, challenge events, etc.
- Follow up of lapsed and prospective individual givers.
- Support, motivate and develop local fundraising volunteers through the creation of a “friends” group.
- Assist with other fundraising tasks as required.
- Source and respond to opportunities to present to local organisations, schools, etc. about the work we do as an organisation and how fundraising can support this.
- Work alongside the marketing officer to ensure that appropriate fundraising stories are publicised and highlighted as and when appropriate
- To represent the charity at events as and when required. This will also involve accepting cheques and giving presentations on behalf of the charity.
- To promote a positive image of the charity, as well as assisting in the maintenance of good relationships with client charities and potential clients.

- To maintain appropriate records to ensure fundraising income is processed efficiently with timely acknowledgements, thank you letters, donor reports & HMRC gift aid claims.
- To assist in writing reports and plans which inform decision making at Senior Management and Trustee levels
- To manage own time effectively with the ability to simultaneously manage multiple projects and meet deadlines.
- Working with the Marketing Officer to design or produce materials such as posters, Web sites, or newsletters to promote, market, or advertise fundraising events.
- Ensure careful planning, risk assessment, and evaluation of all Community Fundraising activities, so that they comply with charity law and the Codes of Fundraising Practice and Code of Conduct.
- Ensure that all activities and contacts are correctly managed and that data is kept up to date and managed in accordance with the Data Protection Act.

### **General**

- To adopt a flexible approach to working arrangements in order to meet the needs of the charity. As many activities are held on evenings and weekends the post will involve some unsocial hours.
- To identify own training and development needs in discussion with the Fundraising Manager.
- To observe all written policies, procedures and guidelines for good practice agreed by Independent Options.
- To carry out all work in a manner that is consistent with the aims and service principles of Independent Options.
- To keep up-to-date with new developments, legalities, codes of conduct and best practice within both this and the wider fundraising sector.
- To accept regular support, supervision and Annual Staff Review from the line manager.
- To work within the performance management system for Independent Options.
- Any other duties as required by the CEO and/or Board of Trustees.