**Job Title:** Fundraising Development Officer

**Reports to:** Fundraising & Partnerships Lead

**Hours of work:** 37.5 hours per week - The post holder may need to work some early mornings, evenings, and weekends.

**Location:** Hybrid

**Job Purpose**

The Fundraising Development Officer willraise the profile of David Lewis across the North West of England, growing and nurturing new and existing relationships with supporters.

They will be proactive, dynamic, and creative, as well as being super organised, working autonomously, but also enjoying being part of a passionate talented team, bringing the energy and emotion of our work to life for supporters.

The Fundraising Development Officer will ensure that fundraising activity is implemented and managed to deliver targets in line with the annual budget and financial strategy.

The Fundraising Development Officer will work closely with members of the team to recruit, support and manage a network of fundraising supporters and volunteers.

**Job Description**

**Main Duties and Responsibilities:**

* To contribute to and deliver against annual budgets, targets, and plans in line with the Fundraising Strategy.
* To manage and continuously improve income generation by introducing new campaigns and activities to attract and inspire new supporters to raise funds.
* Continue to build upon our successful legacy work, including internal promotions (staff/vols/trustees) continue to grow and engage with this warm audience, and increase the number of legacy pledgers for David Lewis.
* Develop the In memory programme, producing effective platforms to give, delivering appealing communications, internally and externally, and working successfully with our external partners,
* To respond appropriately to enquiries from the public, volunteers, fundraisers etc. (by phone, email and in person) including responsibility for requests for information and branding materials.
* To identify opportunities and events to raise the profile of David Lewis in the local community, including opportunities for volunteers to get involved.
* To ensure that fundraising events, activities, and collections etc., are well planned, marketed and supported.
* To actively seek out local organisations i.e. Rotary Clubs, Masonic Groups, Lions Clubs, community groups, schools, giving talks and presentations to increase awareness and support for David Lewis
* To raise awareness of the David Lewis Lottery and recruit supporter sign ups
* To ensure supporters, volunteers and fundraising groups have access to fundraising advice, guidance, motivation, and resources.
* To develop a new network of volunteers to support David Lewis via our fundraising events or their own independent fundraising activities.
* To develop great relationships with existing supporters ensuring they receive the highest standard of care and stewardship on their donor journey; and to retain and increase their value.
* To support the wider Fundraising team and organisation in events and activities that help to meet the overall income target.
* To identify and cultivate relationships with key supporters, stakeholders, colleagues and suppliers and their networks, to maximise value from their event, activity, and contacts.
* To work closely with Communications to create exciting social and digital marketing campaigns to promote supporter fundraising and brand awareness.
* To represent David Lewis at community networking and fundraising events as required.
* To manage personal administration workload, maintaining excellent standards of record keeping, communication, planning and evaluation.

**Other:**

* Attend internal training and meetings as required.
* Use the Charity’s CRM to maintain accurate records relating to campaigns, contact with supporters, volunteers, and other stakeholders.
* Comply with all legal fundraising guidelines, staying up to date with any changes.
* Comply with the internal policies, procedures, and systems of David Lewis.
* Undertake any other reasonable duties as directed from time to time to meet the requirements of David Lewis.
* There will be an expectation that the post holder will need to work some early mornings, evenings, and weekends.
* Staff will be expected to undertake any development and training that has been identified.
* All staff are responsible for the implementation of the Health and Safety policy so far as it affects them, their colleagues and others who may be affected by their work.

This role will require an Enhanced DBS Check

**Personal Specification**

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| **Personal Attributes** | **Essential**/**Desirable** |
| **Qualifications**  Educated to A-Level or higher or an equivalent level of experience in a similar post. | Desirable  Desirable |
| **Experience/Knowledge**  Substantial paid or voluntary experience of fundraising activity in a community setting.  A proven track-record of delivering successful events and community activities.  Track record of meeting and exceeding challenging financial targets and other performance indicators.  Experience of researching and developing networking opportunities.  Experience of building strong relationships with local businesses, schools, supporters, and communities – with a view to generating income through the relationships.  Working understanding of fundraising good practice.  Working understanding of principles of full cost recovery and return on investment.  Working with design packages to create branded marketing materials. | All Essential |
| Understanding of the voluntary, community and faith sectors; ideally in the North West of England. | Desirable |
| **Skills and Abilities**  Exceptional communication skills: including the ability to adapt to different audiences, and the ability to communicate in a range of media including written, spoken, social media, and writing content for press and online platforms.  Excellent numeracy skills.  Excellent IT skills; specifically including proficiency in Microsoft Word and Microsoft Excel.  The ability to assess the value and potential success of new ideas and opportunities with speed and accuracy.  The ability to set priorities, meet deadlines, work on concurrent tasks, and maximise the use of resources.  Ability and willingness to work some early mornings, evenings and weekends and occasionally stay overnight. | All Essential |
| **Personal Attributes**  Commitment to the values of David Lewis.  An unwavering commitment to transparency, honesty, accountability, and professionalism.  Drive, determination, creativity, and the self-discipline to manage personal workload, time, and responsibilities.  Eager to create and maintain relationships.  Problem solver. | All Essential |
| **Other Requirements**  To have a full clean UK driving license and access to a vehicle.  Willingness to travel across the North West of England region. | All Essential |