



<b>Job title:</b>	<b>Fundraising &amp; Communications Officer</b>
<b>Salary:</b>	£21,500 - £24,000
<b>Responsible to:</b>	Development Manager
<b>Hours of Work:</b>	35 hours per week with occasional evening and weekend work
<b>Place of Work:</b>	Wenlock House
<b>Annual Leave entitlement:</b>	25 days per year + birthday + bank holidays
<b>Pension:</b>	3% rising by 2% every 2 years up to 6%
<b>Notice period:</b>	2 months
<b>Start date:</b>	7 <sup>th</sup> January 2019

## **Main purpose of the job**

To work with the Development Manager to maximise income and support by developing fundraising opportunities; co-ordinating community activities and collaborating on the delivery of annual Communications plans.

## **Job Description**

### **Fundraising from Trusts & Foundations**

- Lead on applications to small/medium Trusts & Foundations to achieve income targets
- Support the Development Manager on medium/large funding bids and applications
- Ensure monitoring and evaluation reports are completed in a timely manner for own applications and support on monitoring and evaluation on larger grants
- Manage effective donor development with contacts at Trusts & Foundations
- Undertake desk-based research into prospects which fit with CTS values and objectives.

### **Fundraising from Corporate Partners, Community Organisations and Individuals**

- Develop new and existing relationships with community groups, schools, individuals and businesses to maximise fundraising, volunteering, gifts in kind and donated goods
- Work with the Development Manager and Volunteer Co-ordinator to establish and support a network of fundraising volunteers
- Work with the Development Manager in the delivery of 2019-2021 fundraising strategy
- Co-ordinate identified tasks in the planning and delivery of CTS 21<sup>st</sup> birthday activities, liaising with volunteers
- Respond to third party events, providing materials/information for fundraising activities
- Represent CTS at community events which meet agreed objectives
- Respond to enquiries from website and other channels, re-directing as needed.

### **Communications activities**

- Work with the Development Manager on delivery of annual Communications Plans

- Ensure Facebook, Twitter and Instagram channels are regularly updated, working with the Development Manager to agree content
- Update the News section of CTS website, liaising with external web team, as needed
- Collaborate with Day Centre team to identify and record client and volunteer case studies, ensuring appropriate consents are in place and recorded.

### **Planning and reporting**

- Process new Regular Giving, Legacy and In Memoriam donations ensuring appropriate donor stewardship is undertaken
- Support the Development Manager with the implementation of monthly/annual fundraising plans and development activities
- Maintain accurate records of applications and deadlines to maximise opportunities
- Ensuring thanking and banking is completed in an effective manner, recording all donations and contact on Donorfy, in-line with GDPR compliance and best practice
- Liaise with Administrative Assistant to reconcile incoming donations and payments, supporting the Development Manager on the production of quarterly finance reports.

### **Other**

- Other tasks as are deemed reasonable for the role.

## **Person specification**

### **Essential experience**

- \* At least 2 years' professional fundraising experience, preferably in charity and/or community fundraising
- \* Experience of developing relationships with community groups, schools, individuals and businesses to maximise fundraising, volunteering, gifts in kind and donated goods
- Experience of establishing and supporting a network of fundraising volunteers
- Educated to GCSE grades A-C or equivalent in English and Maths

### **Essential skills, ability & knowledge**

- \* Work to a high standard with an eye for detail, strong analytical skills and ability to meet deadlines
- \* Excellent written and verbal communication skills, with the ability to write dynamic funding proposals; develop effective relationships and inspire people to support CTS
- Motivation to develop understanding of clients' needs, how CTS meets those needs and ability to succinctly convey this message to generate income from a variety of sources
- Ability to support on delivery of communications campaigns and promote supporter engagement for CTS through social media channels and website
- Experience of monitoring and evaluation, such as delivering end of project reports
- Be self-motivating and pro-active, exhibit resilience and flexibility
- Excellent interpersonal skills and ability to work well in a team

### **Desirable qualifications and experience**

- Certificate in Fundraising Management