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**JOB DESCRIPTION**

**Job title: Fundraising Officer**

**Reporting to: Senior Fundraising Officer**

**Hours: 18.5 hours per week/0.5 contract**

**Salary: Full time salary £28,429 Pro-rata: £14,215**

**Closing Date: Monday 18 November 2024 at 5 pm**

**Job purpose:**

To secure unrestricted and restricted funding for RNC by researching, writing and submitting compelling grant applications to trusts and foundations, statutory bodies and other funding sources. Additional fundraising work in other areas may be mutually agreed.

The ability to manage your own fundraising caseload and workload, achieving agreed targets with minimal supervision. You will be able to work as an individual and as part of a team. Essential skills include being a strong communicator and influencer who is comfortable with a wide range of audiences.

**Main Duties and Responsibilities:**

* Plan and develop an ongoing annual programme of applications following targeted research in to trust and foundation published application and decision making dates
* Develop appropriate and compelling cases for support for different audiences, writing and presenting tailored applications and obtaining necessary budget and programme information through close liaison with colleagues in other areas of the charity
* Write and submit targeted, timely and appropriate appeals to grant making trusts and foundations and statutory bodies, maintaining a record of applications and outcomes
* Deliver outstanding donor stewardship including timely, effective reporting on all successful bids, with communication tailored to the funder’s needs and expectations. Manage internal expectations through regular, clear communication with colleagues
* Contribute to the development and submission of additional funding and sponsorship proposals
* If required, support the team’s work in building and maintaining relationships with, and securing funds from other sources including corporate and individual donors, high net worth contacts and the wider community
* Research, develop and report on new funding opportunities which are a good fit for the organisation’s activities and strategic priorities
* Make oral and written presentations to individuals and groups, including providing tours of the campus and pitching specific requests for funding
* Meet targets agreed with the Fundraising Manager and report regularly on progress
* Update own areas of the fundraising database (Donorfy) to a high level of accuracy

RNC is an equal opportunities employer welcoming applications from all sections of the community. We are committed to safeguarding and all successful applicants will be subject to an enhanced DBS (Disclosure and Barring Service) check.

Eligibility to work in the UK is required.

**Note: This job description covers the main, current duties and responsibilities of the job; however, it is subject to review and amendment in the light of developing or changing organisational needs. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder.**

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**PERSON SPECIFICATION – Fundraising Officer**

Essential and Desirable criteria will be assessed using a range of methods that may include: application form, interview, task or test, presentation of certificates or required document. Consideration will be given to candidates who may not hold all of the essential requirements but who can demonstrate equivalent and relevant experience.

| **ATTRIBUTES** | **MINIMUM/ESSENTIAL** | **DESIRABLE** |
| --- | --- | --- |
| Experience | * Making and testing a robust, audience-specific case for support * Stewardship experience: developing and maintaining effective relationships * Monitoring and reporting including evaluation/making recommendations * Managing projects and budgets | * Past success as a professional trusts and foundations fundraiser, with a track record of consistently meeting agreed targets and budgets * Past experience of working with and fundraising for young people and/or people with a visual impairment * Working in an education environment * Broader fundraising experience with high net worth givers and/or corporates/community activities * Previous experience in a fundraising role including achieving or exceeding specific/individual targets |
| Knowledge/skills | * Proven influencing/negotiation skills * A proven high standard of written and oral communication, including the ability to adapt messages and styles for different audiences * Well developed admin & organisational skills and good attention to detail * Understanding of, and belief in, the importance of confidentiality * Excellent working knowledge of the Microsoft Office suite * Excellent customer service and interpersonal skills | * Understanding of the wider context within which RNC works, including funding, politics, competitors * Experience of using a specialist fundraising database * Understanding of and applying principles of time management to  own workload |
| Qualifications and training | * A Level or further education level equivalents, Maths and English GCSE minimum C grade | * Degree level education or equivalent * Membership of the Institute of Fundraising or other professional body * Successful track record in fundraising |
| Aptitudes and abilities | * A self-motivated individual who contributes well as part of a team but has the initiative and drive to work independently when required * Ability to prioritise work and work to agreed deadlines |  |
| Disposition, attitude and motivation | * Professional personal presentation * Positive ‘can do’ outlook * Enthusiasm, self motivation and confident to take initiative * A ‘people’ person who enjoys working with others and has a proven ability to build and maintain positive relationships with colleagues and stakeholders at all levels * Strong belief in the importance of customer service and donor care * Understanding of student safeguarding and commitment to safe practice * Commitment to equality and diversity and its active promotion | * Willingness to work flexibly in response to the needs of the department/organisation including occasional work off campus and varying hours (with reasonable notice) |
| Additional/other | * Enhanced DBS (Disclosure & Barring Service) disclosure required prior to appointment being confirmed * Eligibility to work in the UK |  |