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**Job Title: Fundraising Officer**

**Hours of Work**: 37.5 hours per week (would consider P/T - Minimum 30 hours)

**Leave:** 25 Days Per Annum (plus bank holidays) Pro-Rata for P/T

**Responsible to:** Chief Executive/Business Development Advisor

**Responsible for:** Fundraising Volunteers

**Job Summary:**

* To organise and implement fundraising appeals/events/activities and introduce new fundraising initiatives that support the fundraising strategy for NH&S. This post is pivotal to secure future funding for the organisation, facilitating the growth of essential support services.
* To ensure the success of appeals/events and initiatives, both financially and in terms of the professionalism of each event, thereby promoting the good name of NH&S.
* To fundraise in line with the Institute of Fundraising, Good Practice Guidelines.
* To recruit, manage and support a network of fundraising volunteers.
* To meet clear qualitative and quantitative objectives within a robust timeline.

**Main Duties:**

* To develop and implement fundraising ideas and appeals, ensuring compliance with the Fundraising Code and NH&S own fundraising policies.
* To engage, develop and maintain professional relationships with individual members of the local community, local companies and other community organisations in order to promote one off donations and regular giving.
* To maintain appropriate records to ensure fundraising income is processed efficiently with timely acknowledgements, personalised thank you letters, donor reports & HMRC gift aid claims where appropriate.
* To promote the work of NH&S and engagement of community interest in fundraising through inspiring talks and presentations, the writing of PR materials, press releases, advertisements and media campaigns.
* To research, collate and analyse data that allows for the identification of new fundraising income streams; and donor & volunteer profiles, as well as informing fundraising performance.
* Manage and lead the identification of and approaches to Trusts, Organisations and Foundations to support the work of NH&S, building an annual calendar of key prospects. Developing a relationship with all Funders that is meaningful, supportive and professional.
* Investigate and implement Payroll giving opportunities with partner organisations.
* Organising and directly managing all NH&S own fundraising activities, ensuring that all events meet the required Health & Safety legislation at all times; including producing and enforcing the relevant risk assessments.
* To ensure all activities fall within insurance guidelines.
* To recruit, train and support pro-active volunteers to represent NH&S at events, fundraise within the local community and raise the profile of NH&S.
* Identify and submit applications for prizes and awards that will raise the current profile of NH&S and secure funding.
* To prepare, submit and follow-up new fundraising applications and initiatives, including supporting NH&S capital fundraising appeals as and when they arise.
* To produce a detailed fundraising plan on specific areas of responsibility as outlined, identifying areas for growth and development and outlining measurable objectives.
* Objectively review the success and achievements against agreed targets, identifying strengths, weaknesses and areas for development.
* Collate case studies, photographs and information and liaise with local media outlets to celebrate NH&S successes and promote fundraising activities.
* To develop and design fundraising materials, including website, social media, newsletters, leaflets, posters, sponsorship packages and letters to donors.
* To produce a monthly fundraising report to be submitted to the Business Development and Partnership Advisor, and to assist in writing reports and plans which inform decision making at Senior Management and Trustee levels.
* To undertake any other reasonable duties as requested by the Business Development Advisor/Chief Executive.
* This role will need to be worked flexibly, and will involve evening and weekend working.

**General Duties**

1. To work at all times in a professional and responsible manner.
2. To promote NH&S externally to raise the profile of the organisation and facilitate referrals.
3. To follow NH&S and multi-agency policies and procedures regarding the management and reporting of any safeguarding concerns.
4. To embed fundraising into the NH&S culture.
5. To maintain records of expenditure, and ensure that expenditure remains within budget. To assist the budget setting process when required.
6. To attend Team Meetings and other meetings as required including Management Committee Meetings.
7. To work as part of a wider NH&S team.
8. To be able to manage time and projects effectively and efficiently and respond to shifting priorities and workloads with ease.
9. To work within the policies and procedures of NH&S.
10. To act always in a professional manner, respecting the needs of colleagues and co-workers, working collaboratively to ensure a harmonious work environment and following the NH&S code of conduct at all times.
11. To take on additional responsibilities or other reasonable duties as agreed with the Chief Executive/Business Development and Partnerships Advisor, appropriate to the skills and competencies of the role.

**Data Protection and Confidentiality:**

To work within the confidentiality and data protection policies and procedures of Norton Housing and Support, in particular by;

* Ensuring confidential information is kept in a secure location and not relayed to unauthorised personnel.
* Protecting computer systems from unauthorised access – e.g. maintaining the security of your password, not bypassing security software.
* Promptly reporting to your Line Manager any data breaches that you become aware of.

July 2019