



POST: FUNDRAISING OFFICER

DEPARTMENT: FUNDRAISING

RESPONSIBLE TO: HEAD OF FUNDRAISING AND MARKETING

ACCOUNTABLE TO: CHIEF EXECUTIVE

KEY RELATIONSHIPS: All members of staff, volunteers, residents and their families. Also, current and potential corporate bodies and their representatives, organisations and individual supporters and volunteers

Introduction

The competencies listed below are those that the jobholder is expected to demonstrate immediately on taking up the post. They constitute the minimum standards of performance. They are not intended to be exhaustive and the jobholder will be expected to constantly enhance and add to their competence. The job holder's progress will be monitored and assessed against these competencies, and any further outcomes derived from key targets and performance indicators.

Main job description:

- Raise income and work towards set income targets from community involvement, events and corporate support
- Develop strong, profitable and enduring relationships with corporate donors and other key supporters in the local community
- To act as a fundraising advocate within the community, to be professional and communicate with enthusiasm, credibility, conviction and knowledge
- Provide support and guidance to community groups undertaking initiatives to raise money and endeavour to secure long term support from these groups
- Ensure reports and updates are provided to supporters where needed
- Work with the PR and Marketing Officer to both elicit and promote support for events and initiatives
- To organise one-off and annual fundraising events, ensuring the events are well run and well managed, raise the maximum amount of income possible and ensure that all participants/guests are safe and have a pleasant experience

- To administer general correspondence with supporters and ensure prompt replies are made and letters of thanks are sent out in a timely manner
- Obtain participants from companies and groups to attend/take part in Care for Veterans events
- To actively promote the work of Care for Veterans at networking events, at presentations and meetings in the local community
- Ensure the supporter database contains accurate and up-to-date information
- To identify new corporate and community fundraising opportunities and initiatives

General

- Identify new fundraising opportunities and initiatives allied to other fundraising income streams
- Liaise with the Head of Fundraising and with fundraising team members, making them aware of the opportunity for income relevant to their own areas of agreed work
- Act as a fundraising ambassador within all groups and sectors, to be professional and communicate with enthusiasm, credibility, conviction and knowledge
- Ensure that all appeals and applications are consistent with any changes
- Attend and participate in scheduled department meetings, adding value through contributions as required

Organisational Competencies

The following organisational competencies are applicable to all employees working at Care for Veterans.

1 Budget Management and Resource Control

- * Use available resources appropriately
- * Identify and reporting shortages
- * Suggest measures which would make more effective, efficient and economical use of resources

2 Developing teams, individuals and self

- * Identify individual learning needs and undertake required development plan
- * Actively participate in the appraisal (IPR) process
- * Provide feedback to Line Managers where there are difficulties

3 Planning, Allocating and Evaluating work

- * Undertake agreed activities in line with departmental objectives
- * Contribute to the review process by providing feedback on work activities

4 Recruitment and Selection

- * Contribute to the orientation of new staff

5 Managing Change

- * Remain open and receptive to change

- * Work with others to implement change
- * Take part in the evaluation of change

6 Data Protection

- * Adhere to legislative requirements by ensuring the compliance of oneself and others

7 Health and Safety

- * Adhere with legislative requirements by ensuring the compliance of self and others

8 Disability Awareness

- * Acknowledge and value the contributions of all patients
- * Display an understanding of the needs of individuals with a disability
- * Respect the privacy and dignity of all residents at all times

9 Communication

- * Ensure that all written documentation is legible and accurate
- * Ensure that verbal explanations are clear and accurate
- * Ensure that you present in a friendly and helpful manner in all communications and interactions
- * Actively participate in the team briefing process
- * Minimise jargon and abbreviations
- * Actively listen to others views before expressing own views
- * Share relevant information with appropriate colleagues

10 Organisational Awareness

To demonstrate motivation, commitment and critical awareness of their role and that of their team members by:

- * Promoting good practice to achieve the aims and objectives of the organisation
- * Being positive about the organisation and its vision
- * Attending all mandatory training as stipulated by the organisation
- * Being aware of and adhering to all organisational policies and procedures

11 Personal Awareness

- * Demonstrate appropriate behaviour in stressful and difficult situations
- * Display an awareness of your own capabilities and areas for improvement
- * Initiate and participating in the change management processes

12 Teamwork

- * Recognise and value individual team members
- * Display sensitivity to others' feelings and needs
- * Acknowledge and uphold equal opportunities for all team members

This summary represents an outline of the major components of the job and is not intended to be exhaustive. It may with consultation be subject to additions and amendments from time to time as the need arises and therefore, in addition to the duties and responsibilities listed, the job holder is required to perform such other duties as might be reasonably required.

I have read, understood and accepted the duties and responsibilities outlined in the above.

Signed:_____

Date:_____