

JOB DESCRIPTION



TITLE: Fundraising Officer

RESPONSIBLE TO: Business Development Manager

RESPONSIBLE FOR: N/A

JOB SUMMARY: The Fundraising Officer supports the generation of income, principally for Groundwork activities across the East of England. The role works closely with business development colleagues and delivery staff to help identify income sources, approach funders and partners, develop and write bids, and contribute towards annual income targets.

PLACE AND HOURS OF WORK: This role can be full-time (37 hours) or part-time (minimum 22.5 hours)

OFFICE SITE: Within the East of England, with opportunities for home working.

MAIN DUTIES AND RESPONSIBILITIES:

1. The main income generation specialism and target of this role is applying to a broad range of charitable trusts and statutory grant giving organisations.
2. Monitoring the external funding environment to identify suitable sources of charitable trust and foundation funding for projects and programmes of activity.
3. Write high quality funding applications to funding bodies such as charitable trusts, BIG Lottery, local and regional funding sources as required.
4. Manage a portfolio of projects requiring funding, working closely with colleagues to develop individual project action plans to resolve funding gaps and meet overall team targets.
5. Research and develop fundraising opportunities for current and developing projects across the East of England.
6. Liaise with project managers to ensure all potential fundraising opportunities are matched to suitable projects and that appropriate development work is undertaken in a timely manner.
7. Ensure that funders' requirements are communicated to project managers so that targets are met and accurately reported on.
8. Support individual and organisational relationship building activities with our key accounts
9. Liaise with Groundwork UK and colleagues across Groundwork East to lead or contribute to national and regional "Thematic" funding applications, if required.
10. Share good practice with colleagues and other Groundwork Trusts.
11. Support the development of new projects to meet need across our region.
12. Monitor and prepare regular reports as required for Business Development meetings.

OTHER DUTIES

1. Undertake any other related responsibilities commensurate with the evolving objectives of the post and the evolution of the Trust, as may reasonably be requested by the Directors
2. Work with due regard for Groundwork's core values and objectives
3. Ensure the effective implementation of and adherence to, the Trust's Diversity, Equal Opportunities and Health and Safety policies and procedures.
4. All staff, the Board and volunteers will actively support in their daily operations and duties Groundwork's Environmental Management System.

Position Name: Fundraising Officer									
Job Factors	Criteria No	Person Specification Criteria	Ranking	Criteria to be tested by the following documents and/or activities: ✓ as appropriate.					
			E = Essential D = Desirable	Application Form	Interview	Presentation	Practical Exercise Test	Work Simulation Test	Certificates or Qualifications
Job Factors	1	Professional qualification or membership e.g. Certificate in Fundraising	D	✓					✓
	2	A successful track record of experience in any of the following: <ul style="list-style-type: none"> Achieving grant funding from trusts, foundations, lottery distributors or similar Winning statutory contract tenders Undertaking high quality research to efficiently identify grant and contract funding opportunities for voluntary sector organisations. 	E	✓	✓				
	3	Excellent organisational skills	E	✓	✓				
Competencies	4	A team player with a confident manner and a professional, flexible and positive approach to the work	E	✓	✓				
	5	An ability to quickly develop a detailed understanding of wide ranging and complex topics	E	✓	✓		✓		
	6	High level computer literacy, for word processing, emailing, DTP, record keeping, developing budgets and web-based research	E	✓	✓		✓		
	7	Excellent standard of oral and written English with an ability to produce concise and persuasive prose	E	✓	✓		✓		
Additional Requirements	8	Ability / willingness to travel to other offices across the East of England, or to locations across the UK as required	E	✓	✓				
	9	Genuine interest, enthusiasm and dedication to fundraising work	E	✓	✓				
	10	Flexible, target driven and results orientated	E	✓	✓				
	11	Commitment to Groundwork's diversity and equal opportunities policies and procedures	E	✓	✓				