

Fundraising officer job pack

Title	Fundraising officer – trusts and foundations
Hours	14 hours per week
Salary	£25,000-£27,000 full time equivalent
Accountable to	Head of fundraising and engagement
Responsible for	No direct line management at present
Based	Cambridgeshire office (St Ives), Norfolk office (Swaffham) or working remotely (with occasional travel to our office location/s)

About Caring Together

Three in five of us will become a carer at some point in our life. Caring Together is an ambitious regional charity that provides emotional and practical support, advice and guidance to carers of all ages and their families, as well as opportunities to take a break from their caring role.

Our vision is of a world in which all carers have choices.

About the role

It is an exciting time to consider being part of our team. We are focussing on growth to reach more carers and have made considerable investment in our workforce.

As part of the fundraising and engagement team, you will work alongside the head of fundraising and engagement, deputy chief executive and colleagues from other departments. Your key focus will be to develop and manage a portfolio of existing and new funders in order to maximise voluntary income and support for the charity from trusts, foundations and other grant funders. The successful candidate will have a track record of raising money through trusts and foundations and the enthusiasm and dedication to develop and grow a sustainable income stream for the charity.

Key accountabilities of the role

1. To work alongside senior managers and other departments to identify opportunities and develop a funding pipeline in support of the charity's strategic objectives.

2. To research new funding opportunities from trusts and foundations in line with the identified priorities to meet unrestricted and restricted funding needs.
3. To generate income from trusts and foundations to achieve agreed fundraising targets and provide regular reports on progress and forecasts.
4. To work closely with relevant colleagues to research, develop and produce accurate and compelling funding proposals, stewardship reports and other key communication tools to attract charitable trust funders.
5. To effectively use the CRM database and other relevant tools to manage your workload, support the process of cultivation, stewardship and reporting to donors, monitor and analyse performance and progress, and demonstrate social impact.
6. To steward relationships with new and existing funders, ensuring that all donations are acknowledged in an appropriate time frame and reporting completed.
7. To work with members of the fundraising and engagement team to promote the support of trust funders as appropriate.
8. To support the senior leadership team as required in developing major funding bids.
9. To play an active role in the fundraising and engagement team and across the charity, providing support as required.
10. To travel to other locations/offices on occasions as required.
11. To effectively manage own calendar to undertake responsibilities of the role.
12. Be an ambassador for cultural change, including embedding behaviours.
13. Work at all times within the philosophy and policies of Caring Together.
14. Undertake any other duties that may be considered commensurate with the level of the post.

Caring Together is committed to safeguarding and promoting the welfare of vulnerable adults and children and expects staff and volunteers to share this commitment. We are inclusive. We celebrate multiple approaches and points of view. We are an equal opportunities employer and expect staff to respect the personal choice and lifestyles of colleagues, carers, and people with care needs.

Fundraising officer person specification

Requirements	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to A-level or equivalent. 	
Experience and knowledge	<ul style="list-style-type: none"> • A proven track record of generating charitable income from trusts and foundations in the voluntary sector • Experience building, managing and developing relationships with people at all levels. 	<ul style="list-style-type: none"> • Experience of strategy development • Experience of generating charitable income from trusts and foundations in the health and social care sector.
Skills and abilities	<ul style="list-style-type: none"> • Ability to build positive relationships with stakeholders • Strong communication both written and verbal • Highly organised with excellent attention to detail • Strong research and planning skills • Ability to assimilate complex information • Excellent organisation and time management skills • Good I.T. skills and use of fundraising databases • Ability to effectively monitor, analyse and evaluate projects. 	<ul style="list-style-type: none"> • Ability to effectively demonstrate and communicate social impact.
Personal attributes	<ul style="list-style-type: none"> • Ability to work as part of a team and under own initiative • Ability to work under pressure and cope with change and conflicting priorities • Self-motivated and committed to achieving the objectives of the charity. 	<ul style="list-style-type: none"> • An enthusiasm for and understanding of carers' support and rights.

Application and recruitment process

Closing date	The closing date for this post is Monday 1 February at 9am.
Interview	It is anticipated that interviews for this post will take place in week beginning Monday 8 February.
Start date	The post is available immediately on a part-time, permanent basis.
Referees	The successful candidate will be asked to provide contact information for two referees. It is expected that one of these will be your current or most recent employer.
Proof of qualifications	The person specification for this post lists qualifications that are essential and/or desirable. If you are successful, you will be asked to provide original certificates of these educational and professional qualifications. Please do not enclose these with your application.
Terms and conditions	Full details of the terms and conditions of employment will be made available to the successful candidate.
Annual leave	The successful candidate will be entitled to 25 days annual leave plus statutory holidays (eight days) as well as the option to buy and sell annual leave in accordance with our policy.
Pension	Caring Together comply with all current legislation regarding auto-enrolment into a pension scheme for employees.
Entitlement to work	If you are shortlisted for interview, you will be asked to bring to interview original documentary evidence of your entitlement to work in the UK in line with a list of acceptable documents that we will provide to shortlisted candidates. Please do not enclose these with your application.
Working hours	Normal working hours are between 09:00 and 17:00, however Caring Together is committed to ensuring a work life balance for our employees as well as supporting employees with priorities such as caring or other family commitments. We support flexible working patterns and arrangements where these are mutually agreed between the employee and their line manager. The successful candidate may be required to work flexibly at evenings and weekends at times, depending on the role.
Benefits	Full details of the benefits of employment will made available to the successful candidate.