

JOB DESCRIPTION

Job title: Fundraising Officer

Reports to: Fundraising Manager

Line Management: None

Job summary

1. To act as the Trust's Fundraising Officer, responsible to the Fundraising Manager and members of the Communications team.
2. To be responsible for trust and foundation funding applications and other bids and proposals, liaising with other departments to ensure that relevant information is provided in support of bids.
3. To be responsible for challenge events and in supporting those fundraising on behalf of the charity.
3. To liaise internally and externally with colleagues and third parties in the pursuit of fundraising from corporate bodies, individuals (incl high net worth), the organising and execution of fundraising and other events, including logistics, risk assessments and overseeing volunteers, and in procuring branded and other marketing materials and resources.
4. To assist in raising awareness of the Charity's fundraising activities and events using social media, the website and printed materials, including their research and updating. To contribute to Haig News, and other e-newsletters.
5. To assist with the department's legacy programme and lottery.
6. To assist in monitoring of and the subsequent reporting to grant providers of funding received and the impact and benefit derived, including the production of beneficiary case histories.
7. To liaise closely with the Fundraising Manager and the Communications team in establishing and running a new supporter/fundraising database, for which necessary training will be provided.
8. To assist the Fundraising Manager with media and PR and in ensuring the maintenance of good external liaison with the media.
9. To assist the Fundraising Manager in maintaining good external liaison with other Veterans charities, including the organisation and running of events that promote the charity, incl Armed Forces Day and Armistice Day.
10. To oversee the Community Fund, liaising with the Fundraising Manager.
11. To deputise for the Fundraising Manager in their absence.

Person Specification

	ESSENTIAL	DESIRABLE
Qualifications/Education		
Degree educated (or equivalent).	x	
Knowledge, Skills & Experience		
Extensive computer literacy with experience in MS Office and digital marketing systems, together with excellent administrative, data protection, numeracy and literacy skills.	x	
Experience in using MS SharePoint.		x
Demonstrable experience in fundraising, including from trust and grant applications, corporates, legacies, events and individuals.	x	
Knowledge and experience of running challenge and other events.		x

Marketing and communications experience including updating websites, using social media and in the production and editing of both electronic and printed publications.	x	
Knowledge of the charity sector and fundraising trends in particular.	x	
Knowledge of/experience in the British Armed Forces (or a willingness to learn).		x
Personal Qualities		
An enthusiastic fundraiser, keen to develop and expand their knowledge and experience in this chosen career: a problem solver, able to work to tight deadlines.	x	
Evidence of a proactive, collaborative & agile mindset, able to build relationships, trust & credibility with colleagues and external partners and stakeholders.	x	
An understanding and commitment to Equality, Diversity and Inclusion in the workplace	x	