

Renewable World Job Description

Job title:	Senior Fundraising Officer
Location:	Brighton (currently WFH but usually office-based)
Salary:	£26-29,000 per annum
Start:	ASAP
Contract:	Full-time Permanent
Responsible to:	Trusts & Foundations Manager (50% of time), Fundraising & Events Manager (50% of time)
Responsible for:	Supporting the Trusts & Foundations Manager and the Fundraising & Events Manager to maximise income for the Fundraising Team.

Purpose:

- Manage the prospect research on Trusts & Foundations, Institutional Funders and Corporates, in consultation with the relevant fundraising leads.
- Steward, develop and grow the High Value Trusts & Foundations Portfolio (£100-£9,999).
- Steward, develop and grow income from the Individual Giving Portfolio (£1-£999).

Main duties and responsibilities

Prospecting and Research

- **Research Trusts & Foundations** through competitor analysis, subscription services and free sources to identify relevant prospects and scope to develop existing funders. This includes periodically reviewing newly registered and existing T&Fs and identifying opportunities to upgrade existing funders in the portfolio.
- **Research Institutional and Corporate funding opportunities** through competitor analysis, networks and other sources, to find prospects likely to support our work.
- **Systematise all research and share with relevant fundraising leads** on a routine basis.
- **Source general information** for applications such as global statistics, project information, photos, case studies etc.

High Value Trusts & Foundations

- **Manage all aspects of the High Value Trusts and Foundations portfolio** in consultation with the T&F Manager.
- **Steward the pipeline of existing High Value Trusts and Foundations:** update the pipeline annually, cultivate appropriate relationships with Trust and Foundation counterparts, send relevant information and keep detailed records.
- **Bring on board new and reactivate lapsed Trusts and Foundations:** carry out relevant research, analyse data, and develop and steward an annual pipeline of these funders.
- **Trusts & Foundations reporting:** prepare and disseminate the bi-annual Trusts & Foundations report and develop other reports as required. This may include attending meetings, phone calls, emails and developing bespoke grant reports.
- **Develop and submit applications** that are timely and well-crafted.
- **Manage incoming donations**, including thanking and banking and updating Salesforce and other reporting systems.

Individual Giving

- **Unsolicited one-off and committed giving:** Manage our low value donor portfolio. This includes recording all donations and sending a timely thank you, updating and acknowledging failed or cancelled recurring donations and performing quarterly income reconciliations.
- **Online & offline donation journeys:** Maintain online and offline donation journeys, ensuring an easy and seamless user experience. Conduct an annual update of all platforms/forms and set 'shopping list' donation values.
- **Appeals, stewardship mailings and fundraising campaigns:** provide support to the Fundraising and Events Manager to produce annual appeals and stewardship mailings. Lead on other fundraising campaigns such as individual e-cards (Christmas and other occasions).
- **Individual fundraisers:** support, steward and thank individuals carrying out a fundraiser either as an individual or a community fundraising event for Renewable World.
- **Gift Aid:** work with our Accountant to ensure that we claim Gift Aid on all eligible donations and that appropriate Gift Aid records are kept.

Other Tasks

- As appropriate in collaboration with the Trusts & Foundations Manager and the Fundraising & Events Manager.

Person Specification

Knowledge, experience, skills and competences

Essential

- At least three years' work experience in a fundraising role.
- Highly organised with excellent attention to detail.
- Excellent research, prospecting and planning skills.
- Excellent written skills with the ability to draft engaging content.
- An excellent eye for detail and ability to meet deadlines with accurate work.
- Excellent IT skills across Microsoft Office, especially Word and Excel.
- Proven track record of achieving and/or exceeding income targets.
- Experience of using Salesforce or a similar CRM (especially for reporting).

Attitude and approach

Essential

- Positive, "can-do" attitude.
- Strong team player.
- Determination and imagination to nurture and grow the above income streams.
- Committed to a continuing career in fundraising.
- Passionate about the work that Renewable World does to help people out of poverty.