

Renewable World Job Description

Job Title:	Fundraising Officer
Location:	Brighton
Salary:	£26-29,000 per annum FTE (depending on experience)
Start:	ASAP
Contract:	Full-time (negotiable to 80%), permanent
Responsible to:	Trusts & Foundations Manager
Responsible for:	Multi-stream pipeline research and development and supporting Trusts/Foundations and High Net Worth Individual income streams

Purpose:

- Research, develop and coordinate the pipeline for Trusts & Foundations, Corporate and Institutional Funders
- Develop and steward the High Value Trusts & Foundations portfolio
- Support the Major Value Trusts & Foundations portfolio
- Support the High Net Worth Individual (HNWI) portfolio
- Support the wider Fundraising Team, including events and logistics support.

Main duties and responsibilities

Research, develop and coordinate the pipeline for Trusts & Foundations, Corporate and Institutional Funders (20%)

- **Research Trusts & Foundations** through competitor analysis, subscription services and free sources to identify relevant prospects for country and thematic areas of interest 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, subscription services, networks, and other sources, identify funders who are likely to support our work.
- **Analyse past performance** across these fundraising streams, generating reports and analysis using our inhouse database, Salesforce.
- **Systematise all research, developing tools when necessary, and share with the relevant fundraising leads** for each income stream on a routine basis.
- **Prepare briefings** for Ethics & Sustainability Committee or other staff on specific donors, on request.
- **Coordinate pipeline management** – ensure new prospects are fed into the pipeline on a regular basis and that new prospects are acted on by the fundraising lead responsible.
- **Source general information** for applications such as global statistics, project information, photos, case studies etc.

Develop and steward the High Value Trusts & Foundations portfolio of grants up to £10,000 (35%)

- **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** - updating the pipeline annually, cultivating appropriate relationships with counterparts, sending relevant information and keeping detailed records.
- **Recruit new and reactivate lapsed Trusts and Foundations** - this includes carrying out relevant research, analysing data, and developing and stewarding an annual pipeline of these funders.
- **Develop compelling project summaries and applications** as needed for new and existing trust supporters.
- **Prepare and disseminate** the bi-annual Trusts & Foundations report and develop other bespoke reports as required.
- **Manage incoming donations**, including thanking and banking and updating Salesforce and other reporting systems.

Support the Major Value Trusts & Foundations portfolio of grants over £10,000 (20%)

- **Source Information** for applications such as statistics, project information, photos, case studies etc.
- **Draft initial applications** as delegated by the Trusts & Foundations Manager.
- **Support online admin relating to major grants, registration, contracting and due diligence**, as required.
- **Generate donor reports** and other communications, e.g., project briefings, as required.

Support High Net Worth Fundraising (15%)

- **Understand our HNWI portfolio** and build appropriate relationships with donors through routine communications.
- **Prepare appropriate materials**, e.g., project briefings, in connection with specific HNWI applications.
- **Set up meetings and support the logistics** for HNWI events and engagement.

Support the wider Fundraising Team, including events and logistics support (10%)

- Attend all relevant global and UK team meetings to ensure good understanding of Renewable World's work and identify potential areas of support.
- Provide admin and logistics support for Fundraising Events, including the Annual Reception, our flagship cycling event and donor engagement activities.

Person Specification

Knowledge, experience, skills and competences

Essential

- Two years' fundraising experience, ideally in a relevant area of fundraising
- Knowledge and/or experience of international development and the role of international NGOs
- Research, data management and planning skills
- Experience of using Salesforce or transferable knowledge/skills in other CRMs
- Highly organised with excellent attention to detail
- Excellent writing skills and the ability to write and present engaging content
- Fast learner and enthusiasm for acquiring new skills and knowledge
- Willingness to engage in a range of tasks, including administration
- Excellent IT skills across Microsoft Office, including Word, Excel and PowerPoint.

Desirable

- Knowledge of General Data Protection Regular (GDPR) and its application to the work of charities
- Knowledge of relevant fundraising codes of conduct and standards
- Clean driving license
- Commitment to a career in international development fundraising.

Attitude and approach

Essential

- Positive, "can-do" attitude
- Keen to learn and support the RW Team when required
- Strong team player
- Passion and commitment to our work.

Desirable

- Track record of achieving income targets
- Determination and imagination to nurture and grow the above income streams.