



## FUNDRAISING OFFICER

We have an exciting opportunity for an experienced fundraising professional with a growing and ambitious kidney health charity. The post holder will be responsible for reviewing existing and develop new fundraising activities, to create a comprehensive fundraising strategy that will maximise income generation that will enable the charity to continue to grow our services for our kidney community in Wales. We are looking for an all-rounder who can work across a variety of income streams including Corporate Partnerships, Community & Events, Grant & Trusts, Individual Giving and Legacies, with a minimum of three years' experience in fundraising with the ability to think ahead and set clear direction.

### Key Objectives

1. Review past, existing and explore new fundraising across all income streams and are in line with the charities aims.
2. Recommend an annual fundraising strategy that incorporates the above that will achieve our annual income generation goals to enable the charity to deliver and grow its services and projects for the kidney community in Wales.
3. To deliver fundraising activities which meet the fundraising strategy.

### Main Responsibilities

- Create, own and lead an overarching Fundraising Strategy in the context of the annual plan and 5-year Strategic Plan.
- Evaluate past and current fundraising activities across all income streams
- Maintain and grow existing and new relationships with individual donors, trusts, corporate donors, community groups and other funders, providing excellent supporter care across a range of fundraising streams.
- Research fundraising opportunities, develop cases for support and write grant applications to charitable trusts.
- Develop a robust and sustainable calendar of digital and face-to-face fundraising events.
- Develop corporate fundraising.
- Stimulate, encourage and support fundraising activities carried out by individuals and community organisations.
- Develop legacy and "in memory" giving programmes.
- Identify opportunities to raise awareness of Paul Popham Fund including giving talks, attending local events, cheque presentations, conferences and networking events, working pro-actively with the media and acting as an ambassador for the charity.
- Support the charities Fundraising Committee to achieve their annual target, helping them to create a fundraising plan in line with the fundraising strategy, organise events and ideas that will support their plan
- Secure and record 'gifts in kind'.
- Implement and manage a new CRM database to record the profile and fundraising activity of donors.



- Provide exemplary supporter care and cultivate a stewardship programme for higher value donors.
- Work alongside the charity's Volunteer Coordinator to develop a fundraising volunteer strategy that will involve a community volunteer team.
- Actively manage the fundraising budgets and ensuring cost efficiencies and good ROI.
- Develop, and ensure effective implementation and compliance with, operational and administrative Standard Operating Procedures and policies.
- Ensure compliance with Health & Safety policies and procedures in line with Paul Popham Fund and statutory standards and rules, ensuring the safety of all persons and pets on and off site at all times.
- Submit regular reports and attend Management Team and Trustees Board meetings as required with appropriate commentary and statistical information making appropriate recommendations.

## Person Specification

### Essential

- Educated to secondary school level.
- Full manual driving licence and access to a vehicle for work purposes.
- A minimum of 3 years' experience in a fundraising role.

### *Demonstrable experience:*

- Achieving annual fundraising targets, maintaining an acceptable ROI and developing/managing budgets.
- Generating funds from a range of supporters, including individuals, community groups, charitable trusts and local companies.
- Applying PR and marketing techniques in a fundraising environment, with a strong focus on digital channels.
- Building and managing successful working relationships across a diverse range of stakeholders.
- Working with a CRM database.
- Managing volunteers.
- Delivering high standards of donor care.

### Desirable:

- Relevant degree level qualification or equivalent.

### *Demonstrable experience*

- Working or volunteering for a kidney health organisation.
- A wide contact base.
- Developing legacy and "in memory" giving programmes



## Knowledge/Skills

- Proven ability to create, develop and implement a successful fundraising strategy and plan.
- Proven ability to develop excellent relationships with funders and donors.
- A good understanding of fundraising standards and regulatory requirements.
- Excellent communication skills across all levels, both written and verbal including presentation skills.
- Strong and effective networking skills across various environments to explore potential fundraising opportunities and generate new business.
- Good IT skills with a knowledge of Microsoft packages and ability to manage Paul Popham Fund's CRM systems and databases.
- Ability to establish and maintain good working relationships with colleagues.
- A strong customer service focus.
- A professional empathy with the Paul Popham Fund Vision, Mission and Values.

## Work-related attributes

A self-starter, highly motivated and organised.

- Professional, proactive, positive and enthusiastic, with a strong work ethic and "can do" attitude.
- Capable of handling stressful situations while maintaining a positive demeanour.
- Able to exhibit excellent discretion and adhere to professional standards and confidentiality.
- Ability to work across different departments to ensure a fully joined-up approach.
- Committed to delivering high standards of customer service and be a genuine team player.
- Confident and able to work with little direction but understand the limits of your delegated authority.

## Remuneration Package

- Full time and part-Time Hours considered
- Permanent position
- Salary depending on experience

## Recruitment Schedule

- Role Advertised 13<sup>th</sup> September to 1<sup>st</sup> October 2021
- Pre-Screen for First Interview 13<sup>th</sup> September to 1<sup>st</sup> October 2021
- First Interviews 4<sup>th</sup> October to 15<sup>th</sup> October 2021
- Second Interview 18<sup>th</sup> October to 29<sup>th</sup> October 2021
- Start Date between 1<sup>st</sup> November to 6<sup>th</sup> December depending on notice periods.

## How to Apply

- Complete an application form and send with your CV to [joanne@paulpophamfund.co.uk](mailto:joanne@paulpophamfund.co.uk)