

## Job Description



<b>Post:</b>	<b>Senior Fundraising Officer</b>
<b>Salary</b>	£26,000 - £30,000 per annum
<b>Hours</b>	37.5 hours per week (full time)
<b>Terms and Conditions</b>	Fixed term until 31 <sup>st</sup> March 2014 (Extension possible subject to funding and performance)
<b>Responsible To:</b>	Finance & Sustainability Manager
<b>Responsible For:</b>	N/A

### Job Purpose:

- To be responsible for securing funding from a range of sources, including trusts and foundations, the corporate sector, local authorities and fundraising events
- To be responsible for researching funding opportunities and maintaining an appropriate database
- To establish and maintain relationship with donors/potential donors
- To assist the Finance & Sustainability Manager with finance related tasks

### Main duties and responsibilities

1. To work with the Finance & Sustainability Manager on the development and delivery of the Osmani Trust's fundraising strategy and operational plans
2. To research, prioritise, prepare and submit persuasive funding applications to trusts/corporations/local authorities in accordance with their timetables and application criteria
3. To coordinate and oversee fundraising events and activities
4. To liaise with Project Managers in order to establish funding requirements and coordinate fundraising bids/activities with relevant projects
5. To correspond with donors/potential donors on a regular basis and ensure where necessary they are provided with feedback on how funds are being used
6. To achieve clear fundraising targets as set out by the Finance & Sustainability Manager
7. To maintain up to date records of all fundraising work and provide regular reports to the Finance & Sustainability Manager

8. To maintain good working relationships with donors/potential donors, volunteers, service users, project managers, staff, trustees, and external organisations to further the sustainability of the organisation
9. To work closely with the Finance team and other relevant projects to ensure funds are being used within agreed remits as agreed with funders
10. To assist in regular financial and administrative operations such as updating income/expenditure data on our finance software package, raising invoices, producing management accounts, budget preparation, and end of year accounts preparation.
11. To evaluate and review work/activities using agreed criteria and templates
12. To ensure full participation in one-to-one and supervision meetings, and any other meetings that may be deemed necessary as required by the post
13. To undertake and complete training and personal developmental programmes/courses deemed necessary for the post
14. To carry out any other work allocated/designated by the Finance & Sustainability Manager within given deadlines.

## Person Specification

**Job Title:** Senior Fundraising Officer

**Grade:** N/A

<b>Knowledge/Skills/Abilities</b>	<b>How assessed</b>	<b>Essential/ Desirable</b>
1. Educated to A' Level or higher	Application form and interview	E
2. Experience of developing and delivering a Trust fundraising strategy and operational plans	Application form and interview	E
3. Demonstrable experience of writing funding applications and securing funds for a medium-large voluntary sector organisation	Application form and interview	E
4. Experience and track record of winning large bids	Application form and interview	E
5. Experience of working within the voluntary sector, working in a complex organisation and the ability to deliver complex proposals	Application form and interview	E
6. Experience of finance, research and database management	Application form and interview	E
7. Excellent communication skills in particular the ability to write clearly and effectively	Application form and interview	E
8. An understanding of different types of fundraising methods	Application form and interview	D
9. Ability to organise events and fundraising activities	Application form and interview	D
10. Good numerical skills and the ability to develop and analyse budgets	Application form and interview	E
11. Good understanding of the voluntary sector and the challenges	Interview	E
12. High level IT literacy particularly in Microsoft Excel	Application form and interview	E
13. Ability to work both within a team and individual capacity	Application form and interview	E
14. Ability to be flexible to the needs of the team and the organisation	Application form and interview	E