AGE CYMRU SIR GÂR

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| **JOB TITLE:** | Fundraising Officer |
| **LOCATION:** | Based at the Organisation’s office situated at units 5-11, 100  Trostre Road, Llanelli SA15 2EA with travel around the county |
| **SALARY:**  **Benefits**  **Hours** | In accordance with NJC scales point 20 – pro rata for part time  10% pension and statutory minimum annual leave  25 per week |
| **PURPOSE OF JOB:** | To deliver a range of successful fundraising activities |
| **ACCOUNTABLE TO:** | The chief officer and chair of the board of trustees |
| **SUPERVISORY RESPONSIBILITY:** | Volunteers  Staff - none |
| **EQUAL OPPORTUNITIES:** | Age Cymru Sir Gâr is committed to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its’ policies in their work. |

This job Description gives an over-view of the role. It is expected that the post-holder will use their initiative to develop the job, so the Charity's aims are achieved.

#### **Key objectives**

* To raise or exceed a target amount of income in a range of ways to support older people in Carmarthenshire and Pembrokeshire.

**Main responsibilities**

* To create and deliver a fundraising strategy and implementation plan to raise agreed target income for the charity (including continued funding for own role)
* Develop and deliver a portfolio of corporate and individual giving partnerships, managing relationships with them to secure major gifts
* Develop and deliver a legacy and in-memoriam fundraising plan as a key part of the strategy
* To research, prepare and deliver of a programme of compelling tailored applications to charitable trusts and foundations as part of the strategy
* To identify tender opportunities and work with others to achieve tender contracts
* Ensure all fundraising activity is cost effective and compliant with legal requirements, the Institute of Fundraising and Marketing Code of Practice and Charity Commission guidelines.
* Develop a strong understanding of the charity’s work in order to carry out the role
* Develop local supporter activities (volunteers, corporates)
* To accurately Identity, plan, record, monitor, analyse and evaluate progress of fundraising activity to best outcomes
* Carry out PR/media activity and social media activity in relation to fundraising and communicate all non-confidential fundraising activities to staff and volunteers
* To carry out administrative tasks connected with the role and provide reports monthly to the chief officer and bi-monthly to the board of trustees
* Recruit, train, manage and develop fundraising volunteers as necessary and provide appropriate support to fundraising activities
* To keep accurate records of all income and expenditure of fundraising activities
* To undertake any other activities commensurate with the role

**Expectations**

* To contribute to organisational effectiveness through positive team-working
* To comply with all the charity’s policies and procedures
* To participate in professional development and training

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**Person specification**

Highly motivated self-starter with excellent, professional, engaging and persuasive communication, presentation and interpersonal skills

Good judgement, tact, discretion and diplomacy.

Qualifications in a relevant field

A driver with own transport

**Skills, abilities and experience**

* Experience of fundraising at a variety of levels
* Experience of legacy giving
* Proven ability to meet or exceed targets, including ability to understand and prepare financial analysis on fundraising
* Proven time management, strong planning and organisational skills
* Proven ability in networking and developing opportunities with corporate and individual supporters and building relationships leading to corporate giving/social responsibility
* Ability to assess the commercial implications of decisions and to act in a manner that makes optimal use of organisational resources
* Knowledge of the charity sector and grant-making bodies and/or how to research these
* Proficient in Microsoft Office, Powerpoint and other IT and social media packages
* Experience of working with volunteers in a fundraising capacity
* Experience of implementation of General Data Protection Regulations and Data Protection Act 2018 and Institute of Fundraising and Marketing Code of Practice