
Job Description: Fundraising Officer

Job Title: Fundraising Officer (job share)

Reporting to: Chief Officer

Hours of Work: 20 hours per week, based at our Harrogate and/or Wakefield offices. The normal office hours are 9 - 5.30 each day with a half hour for lunch. However the requirements of the role will sometimes require the job holder to work flexibly outside of these hours and, from time to time, at weekends. Time off in lieu will be granted on these occasions. An element of home working will also be considered.

Key Objectives

1. To review existing fundraising activities and, in collaboration with our existing Fundraising Officer (who will be your job-share partner), recommend an annual fundraising strategy with the aim of providing regular income to enable Open Country to provide and grow our services.
2. To deliver fundraising activities which meet the objectives of the fundraising strategy.

Role

It should be noted that the two job-share partners, in collaboration with the Chief Officer, will agree and share the workload based on abilities, skills and any need for personal development opportunities.

1. Review the existing income generation activities and make appropriate recommendations to improve their effectiveness and efficiency.
2. Research and write grant applications to charitable trusts, grant-making bodies and other funders.
3. Develop and deliver new and imaginative fundraising activities.
4. Develop and implement a strategy for appropriate corporate sponsorship and fundraising.
5. Manage ongoing relationships with donors and benefactors.

6. Research potential and current donors.
7. Develop online fundraising opportunities.
8. Recruit and organise volunteers to support the fundraising functions of the charity.
9. Review and develop merchandising activities.
10. Develop and deliver Open Country fundraising events and recruit and support participants in third-party events.
11. Undertake training as required, in particular MiDAS, Safeguarding and First Aid.
12. Undertake whatever duties are allocated by the Chief Officer and Trustees, to ensure that Open Country offers a high quality and caring service at all times.
13. Abide by all our policies, paying particular attention to Health & Safety.

Date of Job Description: _____

Employee signature: _____