

Feed The Children (UK) Job Description

Senior Fundraiser

Job holder

Vacant

Although this job description will form part of a Contract of Employment it should not be regarded as exhaustive. It is a guide to envisaged tasks and responsibilities and will change and evolve to reflect the needs of Feed The Children (UK).

Since formation Feed The Children (UK) has developed a strong Goods in Kind donor base sending £m's of donated aid to areas of conflict, disaster and poverty. Cash donations, to fund small projects and help send the goods, have been relatively small. The organisation now needs to expand, promote, recruit and develop the cash donor base to move the focus to meet longer term programme needs.

The Senior Fundraiser works within the fundraising and marketing department and reports to the Chief Executive. The Senior Fundraiser will be a strong, enthusiastic and motivated individual with a proven track record of generating sustainable income and will join a small dedicated team and make a major difference in donation generation.

Job purpose: This should be viewed in both the short term and medium to long term. Dramatically increase income and awareness of the charity by developing funding streams and building corporate, organisation and community relationships. The achievement of targets, objectives and deadlines and the management of budgets and costs are essential.

External relationships:

- In conjunction with the Chief Executive, develop and implement the fundraising strategy across the range of funding streams.
- Be flexible and willing to help with any task that furthers the work of the charity, to work outside of normal office hours, and to travel to external agencies on behalf of the charity where necessary.
- Speak at and present Feed The Children (UK) to donor groups, businesses and organisations.
- Develop corporate partnerships to obtain support for the charity and gain charity of the year adoptions and work based support groups.
- Build a legacy programme.
- Develop and maintain strong relationships with funders and potential funders, and meet their reporting requirements.
- Develop and build a Give As You Earn proposition and funders.
- Communicate with volunteers, support groups and committed supporters through the volunteer management team.
- Initiate specific fundraising events and represent Feed The Children (UK) at community events where appropriate.
- Develop a comprehensive donor cultivation programme.
- Attend training, as required.

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Internal Relationships

- This is a new post which is expected to change and develop as our fundraising evolves, so the post holder needs to be flexible and adaptable. He or she will always work as part of a close-knit small team, helping to build the values of the organisation.
- Attend fundraising volunteer meetings as required and practicable.

General Administration

- Prepare and submit reports as required to meet deadlines.
- Ensure that accurate financial records are kept, the supporter database is maintained and all activities are conducted in line with the current legislation relating to charitable activities
- Handle fundraising enquiries.
- Comply with all Feed The Children (UK)'s procedures.
- Undertake such tasks and duties deemed necessary from time to time.

Experience

- Must be able to demonstrate fundraising experience at a strategic level and a proven track record of achievement within the charity sector.
- Experience of developing a wide range of income streams and fundraising methods.
- Demonstrate the ability to think creatively, strategically and analytically.
- This is a great opportunity for someone with a track record in fundraising looking to make their mark by shaping Feed The Children (UK)'s approach, activity and future. You will be given the space to demonstrate your creativity and the scope to achieve your ambition.
- Track record of managing expenditure budgets and hitting significant income targets.

Person Specification:

Able to demonstrate the leadership qualities together with a proven record of fundraising successes will potentially allow the senior fundraiser to build and head up a growing fundraising team. This will be challenging, as through the whole process income levels must be maintained and improved significantly to justify the resulting increases in our payroll budget.

Knowledge & Skills - essential:

- Understanding of fundraising principles, in particular with regard to major donor programmes.
- Ambitious and passionate.
- Proven fundraiser, able to demonstrate and evidence success.
- Practical problem solver with a can-do attitude, able to seek and suggest common sense solutions, thinking creatively and innovatively.

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- Exceptional communication skills, especially for creative writing and accurate applications, reports, proposals and letters.
- Ability to convey Feed The Children's values with impact, both orally and in writing.
- Excellent and confident face to face communication skills.
- Excellent support skills, both administrative and organisational.
- Ability to control income and expenditure budgets.
- Proven high level of competency in standard office-based IT/ICT applications.
- Ability to develop and work a donor cultivation programme.
- Good judgement in deciding appropriate steps in the development and asking process.
- Ability to manage a diverse range of donor relationships.
- Ability to prioritise and manage workload to meet targets and deadlines. Flexible and able to handle diverse range of tasks simultaneously.
- Able to work on own and be a team player.
- Full UK driving licence.
- Proven success at writing fundraising applications for not-for-profit organisations.
- Ability to build and maintain external relationships with evidence of resulting success.
- Taking responsibility (ownership) for task delivery and application of initiative.
- Leadership of small teams or groups with tangible evidence of influence and success.

Desirable:

- Educated to degree level or equivalent.
- Highly efficient researcher.
- Good data and database management.
- A desire and ability to blaze the trail.