

# Job Description

**Position Details**

**Job Title:** Fundraising Development Officer

**Department:** Fundraising and Communications

**Location:** Flexibility to work from home, our HQ in Bognor Regis or hybrid

**Type of Contract:** Permanent, subject to 6-month probation

**Salary:** £24,000

**Hours:** Full-time (35 per week)

**Reports to:** Fundraising Manager

**Purpose of Job:**

To generate income for 4Sight Vision Support through different types of donations from individuals, and grants from trusts and foundations. To write compelling appeals, develop upon the existing stewardship programme, developing our legacy fundraising, researching individual and funder opportunities, maintaining a pipeline of funding applications to trusts and foundations, and develop more engaged relationships with all supporters for the long-term sustainability of the Charity. Be a contributing member of the wider organisation.

**Financial Responsibility:**

Contribute towards reaching the annual donation and trusts and grants income targets.

**Decision Making Responsibility:**

Able to make decisions on appropriate support in collaboration with the Fundraising Manager. This role requires the post holder to generate and develop their own workload, working with the Fundraising Manager.

**Main Accountabilities:**

Develop existing individual income streams to achieve their potential – appeals, in-memory, regular giving, legacy.

Develop a major donor programme, including events and communications.

Thank and build long-term relationships with all donors (individuals and trusts).

Research and maintain up to date information about high value donors, analyse and assess appropriateness of approaches.

Conduct thorough research to keep abreast of changes in individual giving trends and identify new opportunities.

Maintain a pipeline of funding applications, including writing compelling cases for support, completing applications, reporting back to funders to ensure continued support.

Use a variety of resources to research and maintain up to date information about warm funders, analyse and assess appropriateness of applying to cold and lapsed funders.

Liaise with key colleagues to ensure fundraising makes the most of existing opportunities and is focused on areas of need.

Contribute to the further development of optimal CRM (Donorfy) usage for planning and reporting work, with the Fundraising Manager.

Represent 4Sight Vision Support by actively participating in trust and foundation networking and discussions in person and online, with other charities and the Visionary network.

**Person Specification**

**Please note all criteria are essential unless otherwise stated**

1. **Specialist Knowledge, Skills and Experience**
	1. Experience of fundraising from individuals, desirable.
	2. Experience of legacy fundraising, desirable.
	3. Experience of fundraising from trusts and foundations, desirable.
	4. Relevant fundraising qualification, or experience equivalent to a degree qualification, desirable.
	5. Experience of broader fundraising disciplines, desirable.
	6. Experience in monitoring budgets, regular variance reporting, reforecasting and planning contingency action to achieve financial targets, desirable.
	7. Willingness and ability to travel.
2. **Team working skills**
	1. Ability to develop and nurture relationships with a variety of audiences, internally and externally.
	2. Strong team worker and self-motivator.
3. **Planning and Organisational skills**
	1. Able to proactively plan and manage a varied and busy workload.
	2. Have commitment and a conscientious approach to work with attention to detail.
4. **Problem-solving and creative skills**
	1. Be flexible and capable of using initiative, tact and discretion.
5. **Communication skills**
	1. Excellent oral communications skills.
	2. Excellent written communications skills, including creative writing.
	3. Experience of delivering presentations and pitches, desirable.
6. **Equal Opportunities**

Ability to understand and demonstrate commitment to 4Sight Vision Support’s Equal Opportunities Policy and to ensure all activities are consistent with the Equal Opportunities Policy. This includes all staff activities and their interface with the general public.

1. **Other policies**

Ability to understand and demonstrate commitment to 4Sight Vision Support’s other policies and to ensure all activities are consistent with them, specifically: General Data Protection Regulations (Data Protection Act 2018), Adult and Child Safeguarding and Health and Safety.

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