



Job Description:	Fundraising Officer
Funded By:	Fundraising
Weekly working hours:	Part-time (21 hours per week)
Salary:	£23080 - £24982 pro rata. Pt 14 - 18 on the NJC Scale
Responsible to:	Fundraising and Communications Manager
Responsible for:	n/a
Contract:	Permanent
Location:	Easton Community Centre (BS5 6AW) although home working may also be required

Background

Brigstowe's vision is a world in which people living with HIV live long, healthy lives, free of stigma, prejudice, poverty and discrimination. We are a small but dynamic organisation with a strong emphasis on service user involvement.

Overall purpose of post

This is a new and exciting opportunity for an enthusiastic individual to join the Brigstowe team. The Fundraising Officer will work alongside and support the Fundraising and Communications Manager to continue to raise vital funds for our work.

Duties and responsibilities

Fundraising

- i. To maximise fundraising income by executing a fundraising plan for voluntary income streams in line with Brigstowe's Business Plan and other strategic plans.
- ii. Maintain and initiate new relationships with community groups and corporate organisations using a range of appropriate communications tools including formal written reports, personal communication and/or face-to-face meetings.
- iii. Maintain and grow our individual giving programme called "Friends of Brigstowe" using a range of effective stewarding and communication techniques.
- iv. Create and submit fundraising proposals/applications to charitable trusts and foundations using a structured and strategic approach to meet deadlines and maximise success.

- v. Develop and maintain excellent relationships with key grant and trust funders through excellent stewardship practices.
- vi. Ensure high quality and timely grant reporting, including concise reports on the impact of grants, involving relevant staff as needed, and ensuring that reporting is timely, complete and accurate.
- vii. Identify new charitable trust and foundations prospects.
- viii. Organise community fundraising events- e.g. Bristol 10K, venue takeovers.
- ix. Organise funder/donor stewardship events.
- x. Deliver an excellent standard of supporter care and maintain records of all contact, income and expenditure.
- xi. Ensure all fundraising activities conform to regulations, legal requirement, best practice, organisational policy, branding, communications and finance policy.

General

- i. To be a good team player and work constructively with colleagues, trustees and volunteers in all aspects of your work.
- ii. At all times to carry out responsibilities within the framework of Brigstowe's policies and procedures.
- iii. To participate in regular supervision, staff training and development events and undertake training opportunities in order to carry out the role in the most effective manner.
- iv. To take responsibility for ensuring own safety and not endangering that of others, in line with statutory and organisational requirements.
- v. To safeguard at all times confidentiality of information relating to staff, volunteers and service users. Ensure that all personal data is held in accordance with General Data Protection Regulations.
- vi. To work towards promoting equal opportunities and valuing diversity in relation to service users, volunteers and colleagues.
- vii. To encourage involvement of clients, and other people living with HIV, in all opportunities offered by Brigstowe.
- viii. In line with Brigstowe and local authority Adult and Children's Safeguarding Boards to ensure that service users and volunteers are safeguarded by recognising, responding and reporting any concerns of abuse or neglect.
- ix. To be prepared to work evenings and weekends as the role requires.
- x. To undertake any other duties that may reasonably fall within the scope of this post.

Person Specification

Requirements	Essential	Desirable	How Assessed
Experience			

A proven track record in fundraising at a community level (including corporate and individual supporters) or strong evidence of transferable skills.	✓		Application, interview
A proven track record in researching, writing and securing grants from charitable trusts and foundations.		✓	Application, interview
Demonstrate experience of excellent stewardship resulting in more support from donors.	✓		Application, interview
Experience of developing and maintaining successful corporate relationships.	✓		Application, Interview
Skills/Abilities			
Excellent interpersonal skills: ability to communicate at a range of different levels, build and manage relationships with a range of stakeholders (including supporter care.	✓		Application, interview
Excellent presentational, storytelling and public speaking skills.	✓		Application, Interview
Able to write persuasive copy which is both succinct and powerful.	✓		Application, interview
Ability to think creatively, proactively recognise funding opportunities and act on them.	✓		Application, interview
Highly resilient, self-motivated, flexible and achievement focused, able to work well independently and in a team.	✓		Application, interview
Strong planning and prioritisation skills.	✓		Application, interview
Effective IT skills including management of donor database.	✓		Application, interview
Awareness of some of the issues faced by people living with HIV in the UK.		✓	Application, interview
Ability and willingness to work at weekends and evenings when required.	✓		Application, interview
Personal Attributes	Essential	Desirable	How Assessed
Excellent attention to detail and organisation skills	✓		Application, interview
A commitment to working within Brigstowe's service delivery ethos of	✓		Application, interview

respect, empowerment and inclusion.			
A commitment to embracing diversity and challenging HIV stigma and discrimination.	✓		Application, interview
A commitment to identifying problems and finding solutions by reflecting on professional practice with the aim of continuous development.	✓		Application, interview
Independently mobile, able to travel around Bristol & surrounding area quickly.	✓		Application