**JOB DESCRIPTION**

**1.Main purpose of role**

To develop The Family Centre Deaf Children’s (FCDC) fundraising channels and secure income from grant funders and individual donors in order to sustain and develop the charity’s services and infrastructure, building strong relationships with key stakeholders and contributing to FCDC's overall strategic development, aims and operations.

The Development Officer is responsible for overseeing the development and implementation of our Fundraising Strategy 2024-2029 to support the charity’s continuous improvement, financial sustainability and future growth.

The post holder will be responsible for inspiring individual donations to the charity through local giving initiatives and further developing the charity’s existing income channels including:

·         Community and events fundraising

·         Individual giving

·         Grants from Trusts and Foundations and other relevant grant income sources.

**2.Duties and Responsibilities**

**2.1 General**

·         To champion FCDC’s vision, mission, ethos and values (internally and externally).

·         To comply with all relevant charity and other legislation.

·         To uphold and contribute to the updating of FCDC’s internal policies and codes of conduct.

·         To contribute towards the delivery of the charity’s strategic, operational, and departmental plans.

·         To develop and maintain good working relationships with FCDC staff members, Trustees, service users, volunteers and other key internal and external stakeholders.

**2.2 Income generation from individuals**

·         Sustain and grow FCDC’s individual donor base and community fundraising in line with agreed income targets.

·         Research and identify potential major donors.

·         Work alongside the Centre Manager and Board of Trustees to develop relationships with potential donors.

·         Work alongside FCDC’s Fundraising Working Group, Centre Manager and Events and Family Development Officer to develop and coordinate an annual calendar of community fundraising events.

·         Develop local individual giving campaigns and social media appeals to secure individual donations.

·         Ensure all fundraising activity is in keeping with the Fundraising Regulator’s Code of Fundraising Practice and is compliant with fundraising regulations.

·         Ensure all fundraising activity is in keeping with FCDC’s mission, values, ethos and objectives.

·         Ensure Gift Aid is claimed on all eligible donations and appropriate Gift Aid records are kept.

·         Ensure our email opt-in and supporter subscriber lists are kept up to date.

**2.3 Income generation from Trusts, Foundations and Statutory Agencies**

·         Maximise income from grant-giving organisations to ensure sustainable growth of restricted and unrestricted income in line with agreed income targets.

·         Build and manage relationships with Trusts and Foundations to secure grants of £5,000 or more.

·         Research, contact, correspond and meet with funders (as and when required) to build relationships prior to submitting funding applications.

·         Collaborate with the FCDC team across the organisation to create compelling fundraising proposals and produce high-quality applications, reports and budgets.

·         To assume responsibility for a portfolio of current and potential grant funders to maintain, grow and/or revive their support for the charity.

·         Develop a robust pipeline of charitable Trusts and Foundations to support FCDC’s services and activities.

·         Maintain relationships with funders between applications to nurture positive relationships between them and FCDC.

·         Work alongside the Centre Manager and Board of Trustees to develop partnerships and positive working relationships with current and potential grant funders.

**2.4 Donor engagement and stewardship**

·         Working closely with FCDC’s Centre Manager and the Chair to develop a donor journey that encourages long term support from individuals.

·         Process individual donations, including: recording donations, thanking supporters in a timely fashion and responding to ad hoc supporter queries.

·         Contribute to and proofread fundraising appeals, marketing materials and FCDC digital content.

·         Support existing and new supporters of the charity in their initiatives to raise funds for FCDC.

**2.5 Funder and donor data management**

·         Ensure that all funders and individual donor contacts and activity are accurately recorded on our funder and donor database.

·         Work alongside the Centre Manager to ensure that all personal data is gathered, held, and used in-line with relevant data protection regulations and FCDC’s Data Protection Policy.

·         Accurately record Trusts, Foundations and other grant income data on FCDC’s financial ICT system.

·         Compile and submit timely funder reports, working alongside the Centre Manager in checking monitoring data, proofreading reports and ensuring reports are uploaded to funder portals, as and when required.

**2.6 Fundraising Strategy 2024-2029**

·         Oversee the development, implementation and monitoring of FCDC’s Fundraising Strategy 2024-2029, with specific focus on individual giving, community fundraising and Trusts and Foundations.

·         Support the Chair and Centre Manager to set up a new Fundraising and Events Working Group (consisting of volunteers, service users, Trustees and staff), who will support and act as a sounding board for new fundraising initiatives and open doors to new income streams.

·         Keep up-to-date with fundraising trends, opportunities and best practice and recommend changes in our funding strategies and annual fundraising action plans.

·         Maximise income from new fundraising opportunities as and when they arise in the course of our work. For example: local sports group donations and company payroll giving.

**2.7 Reporting**

·         Regularly report on fundraising outputs, outcomes and the impact of fundraising initiatives to staff, the Chair and the Board of Trustees.

·         Contribute to funder monitoring activities and evaluation reports to ensure that FCDC meets its reporting obligations to funders.

**2.8 Other**

·         Contribute to FCDC’s positive working culture, strategic direction and the future growth of FCDC by participating in team meetings, supporting other staff in their work and contributing ideas and feedback across the organisation.

·         Ensure that key stakeholder enquiries, contact details and other relevant records are maintained and kept up-to-date.

·         Undertake other reasonable duties and responsibilities which the Chair may request from time to time.

·         Actively participate in the staff appraisal scheme and be committed to learning and development in line with the Charity’s aims and objectives.

·         Manage and liaise with volunteers, service users and other stakeholders as necessary.

·         In collaboration with the Centre Manager and other colleagues, you will help ensure our website is engaging and up-to-date.

**PERSON SPECIFICATION**

**Experience**

**Essential**

1. Experience of working in a fundraising role.
2. Experience of writing successful grant applications / proposals and reporting of successful bids.
3. Experience of developing and delivering successful online fundraising campaigns via social media or websites.
4. Experience of financial planning and budgeting.
5. Experience of using Microsoft Office.

**Desirable**

1. Experience of working with volunteers.
2. Experience of working for a small non-profit organisation.
3. Interest / experience of hearing loss and the D/deaf community.

**Knowledge**

**Essential**

1. Knowledge of where and how to access local and regional charity income streams, national fundraising opportunities, pathways, etc.
2. Knowledge of data protection and GDPR.
3. Knowledge of the Code of Fundraising Practice.

**Desirable**

1. Fundraising qualification.
2. Other relevant qualification that would be suitable for this role.

**Skills and Abilities**

**Essential**

1. Excellent communication, interpersonal, presentation and influencing skills, with the ability to build and maintain positive working relationships.
2. Excellent proposal writing, proofreading and editing skills.
3. Excellent organisational, prioritisation and administrative skills with the ability to work to strict deadlines.
4. Excellent attention to detail and accurate record keeping.

**Personal Attributes and Other Requirements**

**Essential**

1. Highly self-motivated and able to work on own initiative as well as part of a team.
2. Enthusiastic, pro-active and positive ‘can do’ attitude to work and willingness to learn new skills and support colleagues as needed.