

## JOB DESCRIPTION: FUNDRAISING OFFICER

<b>REPORTS TO:</b>	Director of Finance & Operations
<b>DEPARTMENT:</b>	Finance & Operations
<b>DIRECT REPORTS:</b>	None
<b>HOURS OF WORK:</b>	Part time, 15 hours per week (flexibility with regards to working pattern)
<b>LOCATION:</b>	Loughborough Office (with some ad hoc home working)

## KEY RELATIONSHIPS

To maintain excellent relationships with:

- AD Chief Executive, Director of Finance & Operations and Executive Leadership / Management teams.
- All AD employees.
- External organisations, clients, donors and volunteers.

## SCOPE

This role is responsible for developing fundraising activities in line with the fundraising strategy.

The role holder will also be responsible for sourcing funding for existing projects as well as new initiatives, including grant funds from lotteries, trusts and other sources.

There will be a requirement to manage fundraising opportunities across various income streams - individual giving, community fundraising, corporate partnerships and legacy fundraising.

It will be key to work with departmental managers to understand their funding requirements, regularly briefing them on funding opportunities and managing the process for sourcing funding where required.

## RESPONSIBILITIES AND DUTIES

- Provide management support for individual giving and community fundraising.
- Contribute to the development and management of high value and corporate partnerships.
- Project manage the funding application process, writing and editing applications and ensuring all deadlines are met, in conjunction with the Director of Finance & Operations.
- Manage and develop strong relationships between funders, ensuring they are kept fully informed.
- Monitor various sources of funding information, both individual and aggregate, identify and evaluate funding opportunities, and notify appropriate Department Managers and potential partners.
- Keep accurate and up to date records and statistics and create reports regarding funding.
- Use and create tools to supply evidence-based reporting to measure outcomes, impact and feedback.
- Maintain a holistic view of fundraising and be actively involved in initiatives for fundraising.
- Contribute to and support the strategic planning and development of fundraising.
- Keep on top of all administration and to be the first point of call for fundraising enquiries.
- Obtain feedback for unsuccessful applications and use this proactively.

### General:

- Actively source and attend presentations to promote the organisation and its services.
- Attend meetings and be willing to travel as and when required; this could include evenings and weekends.
- Represent Action Deafness in external forums as agreed by your line manager.

- Abide by and promote the visions and values of the organisation through the observation and implementation of all company policies
- Undertake any other duties as reasonably required to do so.

**REQUIRED SKILLS**

Essential:

- A track record of successful fundraising.
- Experience in partnership fundraising and relationship building.
- Proven track record of exceeding targets.
- Excellent organisational and multitasking abilities with strong flexibility and adaptability skills.
- Outstanding communication and teamworking skills.
- Strong time management skills.
- Strong attention to detail.
- Well-developed interpersonal skills including the ability to communicate with a wide range of staff / volunteers and donors.
- Proficient in MS Office, particularly Excel.

**REQUIRED COMPETENCIES**

Core Competences	Outcomes
<p><b>Self-Awareness and Management</b>  <i>Definition:</i>                      Self-awareness is an understanding of your own emotions and how they impact on your own behaviour and/or the behaviour of others. It is also about understanding your own strengths and limitations.</p>	<ul style="list-style-type: none"> <li>• Understand the need to be strong and positive in the face of adversity but also recognise areas of one’s own weaknesses and when to seek guidance and support.</li> <li>• Seek feedback and consider it carefully.</li> <li>• Look for appropriate opportunities to improve areas of weakness.</li> <li>• Manage emotions so as to minimise negative impact on others.</li> <li>• Consider approach at meetings to suit needs of others, rather than own preferences.</li> <li>• Demonstrate critical reflections of own practice and behaviour by regularly seeking feedback from peers and managers.</li> <li>• Highly self-motivated and able to work under own initiative and direction, as well as under guidance, to achieve stated objectives within the necessary timescales.</li> </ul>
<p><b>Leadership and Management</b>  <i>Definition:</i>                      Leading, encouraging, inspiring and supporting others to develop confidence and capability to help them realise their full potential. Managing resources and holding others accountable.</p>	<ul style="list-style-type: none"> <li>• Communicate and gain stakeholder commitment to AD’s vision in accordance with the corporate strategy.</li> <li>• Provide positive leadership traits and able to inspire and influence stakeholders.</li> <li>• Demonstrate personal integrity whilst dealing with colleagues and stakeholders.</li> <li>• Able to actively listen and influence others.</li> <li>• Continuously seek and/or encourage others to seek opportunities for different and innovative approaches to addressing organisational problems and opportunities.</li> <li>• Ensures Health and Safety guidelines are adhered to, to mitigate risk.</li> </ul>
<p><b>Relationship Building and Team Working</b>  <i>Definition:</i>                      Building bonds with others to work collaboratively across organisational boundaries and using these to persuade or gain</p>	<ul style="list-style-type: none"> <li>• Demonstrate collaborative team working through integrity and behaviours.</li> <li>• Demonstrate positive and constructive collaboration between colleagues to contribute towards a positive team-working environment.</li> <li>• Identify relationships that are not strong, meet the individual(s) concerned to establish why and initiate actions to build and enhance the relationship(s).</li> </ul>

<p><i>support to achieve positive outcomes and goals for Action Deafness.</i></p>	<ul style="list-style-type: none"> <li>• Challenge others with respect and courtesy.</li> <li>• Create new opportunities for individuals to work together, break down barriers that may get in the way of effective team working. Challenges others to do the same.</li> </ul>
<p><b>Innovation and Flexibility</b>  <i>Definition:                  The ability to formulate new ideas or to adapt or use existing ideas in a new or unexpected way to solve problems, and to think ahead to spot or create opportunities and maximise them.</i></p>	<ul style="list-style-type: none"> <li>• Is innovative, proactive and solution-minded.</li> <li>• Is prepared to consider changes to own practices.</li> <li>• Responds to new ideas by discussing why they might work instead of telling others why they won't work.</li> <li>• Is willing to investigate options in depth, even when they are the ideas of others.</li> <li>• Works in a flexible and agile manner to meet the needs of members, clubs, coaches, volunteers, officials and colleagues.</li> </ul>

**ADDITIONAL INFORMATION**

- The post holder must maintain the appropriate standard of confidentiality and comply with Action Deafness’s Rules, Policies and Procedures.
- Personal circumstances must allow the candidate to work extended hours on occasions during times of peak activity including evenings and weekends.
- This Job Description may be subject to change at the discretion of Action Deafness and in accordance with business developments. Any changes will be communicated to and consulted with the post holder appropriately.

**REQUIRED QUALIFICATIONS**

- The post is offered subject to an acceptable Enhanced DBS disclosure.