

## **JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>Job Title</b>	Fundraising Officer
<b>Hours of Work</b>	35 hours per week The job may involve working out of hours and time off in lieu will be taken by arrangement with the Manager
<b>Salary</b>	£28,000 (Prorated for part time staff)
<b>Length of Contract</b>	1 year Fixed term contract with 6-month probation period
<b>Accountable to</b>	Line Manager
<b>Pension</b>	Workplace pension
<b>Location of work</b>	London office/Hybrid working
<b>Annual Leave</b>	25 days per annum

### **Introduction:**

The Asian Women's Resource Centre (AWRC) is a feminist organization whose values are founded on commitments to human rights, anti-discrimination and freedom from oppression. We endorse global evidence that violence against women, domestic abuse and sexual violence is gendered, a cause and consequence of the unequal position of women and girls in society, a violation of human rights, and is entirely preventable.

### **Main Duties**

The role will help fulfil the charity's income generation plans with a particular focus on unrestricted funds. It will support the charity to raise and grow revenue from a diverse portfolio of supporters across the UK, with a particular focus on driving forward and supporting local project fundraising.

Working with the Director and Assistant Director, the postholder will prioritise raising funds from grants and foundations, corporates, community, individual giving and major donors.

The candidate will have strong, proven and demonstrable experience of providing high quality written material and experience of working in a fundraising role. You will work on your own initiative and as part of a team.

### **Developing Opportunities:**

- Contribute to the development of a comprehensive fundraising planning toolkit for internal and external purposes, including engagement and stewardship plans and resources to aid the supporter journey.
- Work proactively with the Director and Assistant Director and others to review, develop and deliver a portfolio of fundraising activities, events and campaigns.

**Income Generation:**

- Work with the Director and Assistant Director to identify opportunities for fundraising, developing robust and compelling propositions in line with strategic objectives.
- To initiate, manage and develop imaginative fundraising activities some of which will be events based.
- Contribute to bid writing for grant/trust applications.
- Inspire new supporters to help raise money.
- Maintain and develop relationships with existing supporters, ensuring excellent supporter care and stewardship activities to help them achieve their fundraising goals and encourage ongoing support of AWRC.
- Develop and broaden corporate support.
- Develop and co-ordinate web-based fundraising.
- Manage all online giving programmes including Just Giving, PayPal.
- To develop and implement a programme for donor recruitment and retention.
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**Strategic Direction:**

- Support the organisation's objectives by following the fundraising strategic plan to guide fundraising activities and revenue generation.
- Update and maintain oversight of the funding pipeline to record evidence of current and potential funding opportunities.
- Work towards monthly, quarterly and yearly targets and forecast fundraising income.
- Work closely with the Director and Assistant Director to have a good overall understanding of all revenue streams.

**Communications:**

- Work closely with the Communications and Media Officer (CMO) and Senior Managers to raise the profile of the charity.
- Raise awareness of the charity, its services, successes and plans in the local community and through social media, local press and other outlets.
- Support the development and delivery of fundraising communications e.g. case studies, photographs, supporter newsletters and digital content, and resources to support activities, campaigns and events.
- Look for new, untapped audiences and marketing opportunities.
- Network with other fundraisers where possible.
- Build and maintain positive relationships with local, regional and national media contacts and journalists.
- Utilise key events in the broader Violence Against Women campaign, including International Women's Day, 16 Days of Activism Against Gender Based Violence to promote fundraising opportunities.

**Administration:**

- Prepare and present fundraising reports for Board meetings.
- Establish and maintain a fundraising database.
- Contribute updates of fundraising events and activities for newsletters and other publications.

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| <ul style="list-style-type: none"><li>• Update website content on fundraising activities, projects, campaigns and events in conjunction with the Administration Officer and CMO.</li><li>• Write and design materials relating to fundraising activities. ]</li></ul> |
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***It is essential to the development of AWRC's service delivery that the post holder is able to respond flexibly to changes in the requirements of this post. This job description is therefore a guide and not an exhaustive list of all responsibilities the post holder may have over time***

## PERSON SPECIFICATION

**E = Essential**

**D = Desirable**

### KNOWLEDGE AND QUALIFICATIONS:

1	Knowledge and understanding of Feminism.	D
2	Understanding of domestic abuse and the issues relating including the impacts on women and children.	D
3	Understanding of the role of AWRC.	E
4	An understanding of the role and contribution of volunteers in the voluntary sector.	E

### EXPERIENCE :

5	Experience of charity fundraising over a range of methods.	E
6	Proven experience of having met fundraising or other targets.	D
7	Experience of using a fundraising database.	E
8	Proven experience of providing high quality written material.	E
9	Experience of writing grant/trust applications.	E
10	Experience of building and maintaining strong relationships with a wide range of stakeholders.	E
11	Experience of managing a portfolio of fundraising events for community fundraising.	E
12	Experience of a wide range of communication methods including social media.	D
13	Experience of working within a team and individually to achieve success.	E
14	Experience of charity fundraising over a range of methods.	D
15	Proven experience of having met fundraising or other targets.	D

### SKILLS AND ABILITIES:

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16	Excellent interpersonal skills, ability to liaise with people at all levels, on the telephone, face to face and in writing.	E
17	Excellent computer skills and experience using a wide range of computer packages, including Microsoft packages.	E
18	Ability to carry out research to keep up-to date with new fundraising opportunities.	E
19	Demonstrable initiative and determination.	D
20	Excellent attention to detail and accurate record keeping.	E
21	Ability to prioritise tasks, set and work to goals and targets and manage a busy workload.	D

**GENERAL REQUIREMENTS:**

22	Clear boundaries and a willingness to accept line management and make effective use of supervision.	E
23	A good understanding of the importance of confidentiality and anti-discriminatory practice, safe practice and health and safety procedures.	E
24	A good understanding of cultural issues and equal opportunities.	E
25	Able to demonstrate a commitment and sensitivity of the aims and objectives of AWRC to BME women, children's and young people's rights and to work within AWRC's framework and its core values.	E
26	Willingness to carry out the policies and procedures of AWRC and to work to agreed guidelines and codes of conduct.	E
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28	Willingness to travel and work occasional unsocial hours as required.	E

*This post is open to \*female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.*

*Asian Women's Resource Centre is committed to equality and diversity and strongly encourages applications from women with disabilities, BME backgrounds, the LGBT community, and with personal experience of the criminal justice system, as these groups are currently under-represented in our organisation.*