

**Job Description**

**Fundraising Officer**

**Location:**  Sir Oswald Stoll Mansions, 446 Fulham Road, London SW6 1DT

**Responsible to:** Director of Fundraising and Communications

**Role purpose:**

**To support the overall fundraising target at Stoll:**

Responsibility for raising funds from Community fundraising

To provide excellent administration to support fundraising across the team

**Responsibilities**

**Direct fundraising**

* Organise challenge event activities (e.g./ RideLondon, London Landmarks Half Marathon)
* Organise Stoll’s participation in The Big Chelsea Sleep Out
* Organise collections at stations, football clubs and other sporting arenas
* Work directly with the local community on raising funds for Stoll

**Supporting the fundraising team**

* Provide support to the Grants & Legacies Manager with mailouts and funder visit
* Work with the Director of Fundraising on agreed fundraising targets
* Supporting the Director of Fundraising and other fundraising staff in delivering written appeals to individuals for regular giving and legacy campaigns
* Support Team colleagues to put on high quality fundraising events by providing strong administrative support and acting as first point of contact for event participants and attendees where appropriate
* Provide admin support where necessary and agreed by the Director of Fundraising
* Work with the Director of Fundraising on the monthly newsletter

**Admin duties**

* Provide administrative support on internal and external events
* Provide administrative support on departmental and Stoll wide meetings, preparing agendas, distributing papers, taking and circulating minutes
* Assist with financial recording and the monthly income reconciliation process
* Input data on to the Harlequin database
* Establish and maintain logical filing systems (both electronic and print)
* Open and distribute fundraising post
* Make sure fundraising stationery is kept up to date
* Make sure the team have adequate supplies of organisational forms and materials
* To undertake any other duties or projects as required by the Director of Fundraising
* Responsible for sending out Gift Aid Declaration forms where necessary

**Working in a team and with others**

* Contribute positively to working in a team and across Stoll to deliver quality fundraising practices.
* Maximise own personal development by positively contributing to induction, supervision, training, appraisal and team meetings.
* Contribute to the smooth running of events by working with the whole Fundraising team
* Act in a professional manner whilst on duty and when representing Stoll.

**Financial Control**

* Work within established budgets and maintain accurate financial records.
* Adhere to Stoll’s financial policies and procedures.
* Responsible for keeping the income spreadsheet up to date on a weekly basis
* Responsible for tracking online donations, and recording and thanking donors

**IT, record keeping, data management**

* Ensure that the fundraising database, donor files and other written documents are accurate, kept up to date and regularly reviewed.
* Maintain confidentiality of records and information relating to donors, beneficiaries and staff in accordance with Stoll’s Confidentiality Policy and Data Protection Policy.

**Quality and regulatory compliance**

* Understand and work within the frameworks of the Institute of Fundraising and the Fundraising Standards Board and legislation relating to this area of work.
* Understand and work within the legal framework in which Stoll provides housing and support to beneficiaries.

**Health and Safety**

* Work in accordance with Stoll’s Health and Safety policy and legislative requirements for health and safety and report any accidents or potential accidents and near misses.

**Equality and diversity**

* Manage and maintain working practices in accordance with the principles and practice of equality and diversity, taking account individual needs and requirements

**Person Specification**

**Fundraising Officer**

**Experience**

Evidence of working in a fundraising team for at least 6 months

Experience of raising funds through activities and events

Experience/Ability to organise volunteer support from beneficiaries and local community

Experience/Ability to work independently as well as in a diverse team

Experience/Ability to be flexible and juggle different tasks coupled with highly developed planning skills

**Skills and Knowledge**

High level organisational skills to handle varying administrative tasks effectively

Highly IT literate, with previous knowledge of donor databases and project management systems

Knowledge of independently developing administrative systems and highly developed skills in this area

An understanding of, and commitment to, the aims and ethos of Stoll

Demonstrable ability to prioritise and manage own workload to deadline and achieve objectives set

Demonstrable high attention to detail

Demonstrable excellent interpersonal and communication skills

A relevant Level 3 qualification e.g. NVQ3 in Administration, or one or more relevant GNVQs or A-levels, or equivalent post-16 qualification(s)

European Computer Driving Licence, or equivalent, desirable but not essential

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| I have read this job description and person specification; I have discussed it with my line manager and understand the requirements of the role.  Name:  Signature:  Date: |