

## JOB DESCRIPTION

### Fundraising Officer (Community & Corporate)

**General:** The Rose Road Association has been working with children, young people and their families from across Hampshire and the surrounding counties since 1952. The children who attend The Association have multiple and complex health conditions.

The range of services provided includes; activity schemes, residential short breaks, family information and advice services and community support to over 300 families in Hampshire and surrounding counties.

**Responsible to:** Fundraising Manager

**Hours:** 30 hours per week (to be split over 4 or 5 days)

There will be some evening and weekend work included in this and we operate a TOIL system. Candidates will need to be able to work flexibly to cover some events during the evenings and on weekends.

Hours are by agreement with your line manager; however we will accept requests for flexible start and finish times between 8am and 9.30am and then 3pm and 5.30pm for office days.

We would consider a job share for the right candidates

**Purpose:** This role is an exciting position within the Rose Road Fundraising Team for a 12 month contract to support during maternity leave.

We are seeking a driven fundraiser with a proven track record in either corporate or community fundraising, or related fields, to support the Fundraising Manager with stewardship of our current supporters and to develop new relationships.

You will be the first point of call for many of our fundraisers and supporters and will be on hand to deliver excellent donor stewardship and customer service.

You will also be able to use your excellent communication skills to attract new supporters and to build new community and or corporate partnerships for the organisation.

This is the perfect opportunity for a candidate looking to use their previous experience to develop new initiatives and partnerships and to develop in the sector.

### **Main Tasks:**

1. To generate income from community and corporate income streams to set targets, by identifying and establishing long term relationships .To provide excellent donor stewardship to existing donors and supporters and to always ensure opportunities are maximised.
2. To support with the delivery of our diverse events portfolio, including attending events and representing Rose Road. This will also include using contacts and relationships to fill both sponsored and ticketed events and event management.
3. To ensure high quality communication with all supporters and potential supporters, including tailored approaches to new groups and timely updates to current supporters. To work to research potential new community and corporate supporters and to build relationships/ make applications or pitches where appropriate.
4. To use ThankQ (our fundraising database) to keep excellent records. Including the recording of donor and volunteer details, communications, interactions and relationship progress. To use ThankQ to ensure accurate, timely processing of donations and financial monitoring and reporting.
5. To manage office based Fundraising Volunteers. Ensuring the best possible experience for our volunteers and to achieve set outcomes for the team and association.
6. To work to raise awareness of the Rose Road Association and to work collaboratively and supportively with other team members to contribute towards departmental income generation targets.

## General Duties:

1. Contribute towards reports by gathering, monitoring, recording and reporting information required by the Fundraising Manager and CEO.
2. Undertake any other reasonable duties as required in support of the organisation.

**Conditions & Annual Leave:** The Rose Road Association is an equal opportunities employer. All staff undergo annual appraisal. Normal Association conditions of service apply. 25 days annual leave per annum (pro rata), rising to 28 days after 5 years continuous service.

**DBS Check:** This post will be subject to an Enhanced Disclosure by the Disclosure & Barring Service.

**Salary:** Up to £25,463pa pro rata (NJC Scale 28)

12 months fixed term contract from 1<sup>st</sup> April 2020

**Closing Date:** Friday 6<sup>th</sup> March

**Interview Date:** Friday 13<sup>th</sup> March

**How to Apply:** Visit [www.roseroad.org.uk/jobs](http://www.roseroad.org.uk/jobs) to complete an online application form or contact Human Resources on [humanresources@roseroad.org.uk](mailto:humanresources@roseroad.org.uk) or 023 8072 1234.



## PERSON SPECIFICATION

### Fundraising Officer (Community/ Corporate)

Requirements	Essential	Desirable
<b>Qualifications</b>		
Relevant Professional Qualification or training		x
<b>Knowledge and Skills</b>		
Experience of working as part of a fundraising team in a community or corporate focussed role.	x	
Ability to plan effectively to meet deadlines and manage a variety of projects.	x	
Highly articulate with strong written, verbal and presentation skills.	x	
Ability to pitch to potential partner organisation and companies	x	
Excellent interpersonal skills in relation to communicating effectively with the public, partner organisations, clients and the team.	x	
Be able to work on own initiative whilst remaining an effective team player.	x	
Maintain a flexible approach to the role and adapt to changing priorities.	x	
Experienced user of Microsoft Office and previous fundraising database (or similar) experience.	x	
Willingness to work antisocial hours.	x	
Valid Full UK Driving License	x	
Experience of working with a range of organisations, including businesses & community groups.		x
Strong links within local/regional business networks		x
Experience of using email marketing campaign software		x
Experience of raising funds to targets	x	

Ability to produce press releases to promote event activity and calls to action.	x
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### **Behaviours / Personal Attributes**

To convey the professionalism of the Association at all times	x
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To be self-motivated with excellent time management	x
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The ability to maintain confidentiality, use sound judgement and perform independently	x
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Be respectful, demonstrate anti-discriminatory practice and a positive attitude to promoting equal opportunities for all.	x
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To be enthusiastic and willing to have fun!	x
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