



GuidanceHub

FUNDRAISING OFFICER JOB DESCRIPTION

Job Description

To engage effectively with different audiences and using different media to generate support for the charity. The Fundraising Officer will increase awareness of our work in the local area and work towards reaching fundraising targets.

Values and Attitude

Employees are expected to demonstrate the Charity's values by working positively as part of a team delivering vital high-quality services to clients to create a culture where all are valued and encouraged. In return, Guidance Hub will offer you support, training and development and the best resources that we are able to provide to help you give your best in your work with us.

Safeguarding

Guidance Hub requires employees to abide by its policies on safeguarding and promoting the welfare of vulnerable children and adults. An Enhanced Disclosure and Barring Services (DBS) (Previously known as CRB) check is required with this post. As well as this position being subject to a satisfactory enhanced disclosure, this job offer will also be subject to a minimum of two satisfactory references.

Role Specific Requirements

- Motivate and facilitate supporters to maximise the funds they raise
- Inspire new supporters to raise money, while maintaining and developing relationships with existing supporters
- Organise traditional activities, such as sponsored outdoor events and house-to-house collections of donated goods and money
- Develop new and imaginative fundraising activities, many of which involve organising events
- Raise awareness of the charity and its work at local and national levels, e.g. giving talks to groups or seeking photo opportunities with the media
- Develop and coordinate web-based fundraising, online auctions, and merchandise sales
- Increase funds by researching and targeting charitable trusts whose criteria match the charity's aims and activities
- Develop and implement a strategy for individual and corporate supporter recruitment and development

- Recruit, organise and manage volunteers to carry out various functions within the charity
- Oversee corporate fundraising, including employee giving and matched giving from employers
- Manage and update databases to record donor contact and preference information
- Write applications and mail-shots, using direct mailing to reach a range of potential and current donors
- Make risk analyses and balancing time-cost ratios to focus effort on the fundraising activities that are most appropriate and will have the highest chance of success.

Essential Requirements

- Demonstrable charity fundraising experience (2 years+)
- The ability to build and maintain relationships
- Creativity, imagination, and an entrepreneurial attitude towards fundraising
- A proactive attitude, drive, and enthusiasm to carry out projects to conclusion
- The ability to influence others using excellent communication skills
- The capability to work under pressure and meet deadlines
- The ability to meet financial targets
- Good organisational and project management skills
- The ability to motivate others and work as part of a team
- Resilience, particularly when faced with setbacks
- Sensitivity to the needs of volunteers and donors
- A willingness to carry out a range of administrative tasks.

If you have the skills and enthusiasm required for this exciting opportunity, we would like to hear from you. Covering Letter and CV should be sent to careers@guidancehub.org We are looking to interview immediately.

Job title: Fundraising Officer

Reporting to: Centre Manager

Salary: Competitive

Term: Flexible

Flexible-working hours, weekend & evening work required

Location: Manchester, UK

Start Date: Immediate

General requirements

- Have good communication skills, with the ability to communicate with management and centre users of different levels, which are transferable to both verbal and electronic
- Ensure that all responsibilities are undertaken in an effective and appropriate manner which meet the requirements of Guidance Hub in accordance with the Code of Conduct for Employees
- Assist in other areas of the organisation when required

- Seek to continuously improve in order that the Charity delivers the best possible service to residents
- Participate in internal/external meetings and training • Participate in regular supervisions and annual appraisal
- Ensure that all Guidance Hub's Policies and Procedures are always adhered
- Work in accordance with Guidance Hub's culture, values, aims and objectives
- Act as a positive ambassador for the Charity at all times
- Positively contribute to the Guidance Hub team working environment, taking ownership of issues, and supporting colleagues where appropriate
- Undertake any other duties that may be required from time to time • This appointment is subject to the receipt of a satisfactory Enhanced Disclosure and Barring Service check and references.