



## **Fundraising Officer**

### **Job Description and Person Specification**

#### **Overview**

Regenerate is looking to recruit a highly organised, efficient and focused fundraising officer. The position requires someone with an attention to detail and ability to prioritize and multitask effectively. It requires an ability to think creatively and efficiently deliver applications and reports, keeping to strict deadlines.

The role is about fundraising and administration, with an emphasis on securing funding through applications to Trusts and Grant giving bodies. To do this, you must be able to understand the impact of Regenerate's work and creatively demonstrate its worth to a variety of audiences and donors. You must also be able to accurately keep records and ensure data on applications, reports and other fundraising sources is managed.

Regenerate is a youth charity established to work with young people who live on housing estates in Roehampton and Putney and surrounding areas.

Regenerate inspires and supports young people by building strong, lasting relationships and creating life changing opportunities; helping them grow in confidence, make the best of their lives and impact the world for good.

Its vision is to create opportunities for young people to thrive.

Regenerate actively encourages applications from people of all ethnic backgrounds and minority and underrepresented groups.

#### **To apply**

Details of the job follow. If you would like to apply, please complete an [application form](#) and send it with your [CV](#) to [aimee@regenerateuk.co.uk](mailto:aimee@regenerateuk.co.uk)

#### **Closing date for applications:**

- Job Title:** Fundraising Officer
- Contract type:** Part time permanent – 3 month probation
- Responsible to:** CEO / Grants Manager
- Location:** Ashburton, Westleigh Avenue, SW15 6XD
- Salary:** tbc. £22-25,000 pro rata
- Hours:** 2-3 days/week
- Annual Leave:** 4 weeks (pro rata) + bank holidays



## **Main Responsibilities:**

### **Grants**

- Research and develop new grant leads
- Liaise with Felton to provide them with information as required and ensure progress with their planned grant applications timetable
- Writing and administrating grant applications for the charity and meeting targets for this.
- Compiling update reports for trusts as scheduled
- Creating fresh narratives to demonstrate the work and impact of the work of the Charity, in line with its business plan.
- Work with staff to gather materials to illustrate the impact of the work, using this to inform applications and reports by including data on impact, case studies, film and photo evidence
- Keeping up to date records of all applications and reports on Salesforce

### **Events and Individuals**

- Provide support to Fundraising events manager in planning and running events as required
- Helping maintain database of event attendees and individual donors

### **Community**

- Support approaches to and maintain relationships with local community groups, including schools and churches, sports clubs. and develop new leads

### **Comms**

- Maintain publicity materials that support approaches to individuals and organisations, including films, documented case studies and photos, impact reports, etc as well as specific event materials.



## Person Specification

### 1. Education/ Training

- Qualification to degree level or equivalent - Essential
- Undertaken training in databases - Desirable

### 2. Abilities & Skills

- Problem solving skills, attention to detail and the ability to be flexible. - Essential
- Excellent communication skills – written and verbal. - Essential
- A team player - Essential
- Excellent organisational skills, able to self-motivate & time manage. - Essential
- Excellent interpersonal skills to build working relationships with a full range of people including volunteers, suppliers & donors - Essential
- Excellent attention to detail - Essential
- Proven ability to interpret statistics and reports and accounts - Essential

### 3. Knowledge

- Proficient in Microsoft Word, Excel, PowerPoint and Outlook - Essential
- Good understanding of administrative procedures, systems and office management - Essential
- Understanding of and ability to maintain confidentiality. - Essential

### 4. Experience

- Experience of working within an office environment - Essential
- Experience of dealing with database systems - Essential
- Experience of writing reports and applications - Desirable
- Experience of fundraising sector - Desirable

### 5. Other

- Supportive of the aims and purposes of Regenerate - Essential