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| **JOB DESCRIPTION** |

**1. IDENTIFICATION OF JOB**

**JOB TITLE** - Fundraising Officer

**FUNCTION** - Development

**RESPONSIBLE TO** - Fundraising & Development Manager

**RESPONSIBLE FOR** - n/a

**BUDGETS HELD** - n/a

**2. OVERALL PURPOSE OF JOB**

To support the Development Team in delivering the income generation strategy for the National Forest. You will be the first point of contact for new corporate supporters; helping to recruit CSR partners, delivering exceptional customer service and stewardship, helping to improve donor journeys, and organising events and engagement activities that help strengthen relationships and secure long-term support for the Forest.

**3. MAIN RESPONSIBILITIES**

1. To assist in the research and identification of potential fundraising opportunities for the National Forest including trusts and foundations, businesses and grant making organisations.
2. Support the account management of members of the Mycelium – the business enterprise network of the National Forest, including processing ethical checks, renewals, invoicing, and keeping accurate records to help keep retention rates high.
3. Co-ordinate the recruitment of new CSR Partners (under £10k per year) including identification, ethical checks, cultivation and ‘making the ask’.
4. Work with marketing and communication colleagues to help create regular communications for partners and donors, that help to strengthen donor journeys.
5. Organise events and activities for donors and Mycelium partners, exploring innovative and thoughtful ways to engage, cultivate and thank our supporters.
6. Help maintain systems and procedures for successful delivery of the income generation strategy including keeping careful records, updating the CRM database and financial administration.
7. Undertake other relevant duties as directed.

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| **JOB SPECIFICATION** |

**Benefits of working with the NFC**

This is a full time, fixed term for 18 Months post working 37 hours per week. The successful candidate will be appointed within the Executive Officer salary range of £24,918 to £26,584 per year.

**Pension**

An important part of the pay and reward package NFC offers employees is the option to join the Civil Service Pension Schemes arrangements. These arrangements offer a choice of two types of pensions:

* **Alpha:** This a career average pension scheme (defined benefit) that has a member contribution rate ranging from 4.6% to 7.35% dependent on your salary. The current employer contribution rate is c27% of salary.
* **Partnership pension account**: This is a stakeholder pension with a contribution from the NFC of up to 14.5% based on your age.

**Generous Annual Leave and Bank Holiday Allowance**

We offer 30 days’ annual leave and 10.5 days public and privilege holidays.

**Staff Bonuses**

We offer end of year performance awards to our employees.

**Place of Work**

We are offering a hybrid model split between home working and the National Forest Company’s office in the heart of the National Forest at Enterprise Glade, Bath Yard, Moira DE12 6BA. A laptop and mobile phone will be provided to enable you to carry out your duties. You may also be eligible for relocation expenses.

**Learning and Development**

Everyone at the NFC is supported to develop their skills and capabilities. All new employees joining will have a full induction to the NFC’ work and our policies. We also encourage our employees to take up volunteering opportunities as a great way to share skills, while developing new insights and stronger links with our communities.

**Staff Wellbeing**

We have various measures in place to assist with the wellbeing of our staff including:

* **Employee Benefits Programme** – offers a number of discounts and special offers to help support wellbeing including gym memberships.
* **Employee Assistance Programme** – a free and confidential 24/7 telephone advice service available to staff.

**Unsocial hours**

Due to the nature of the work some unsocial hours will be required in the evenings and weekends to ensure the effective implementation of this post. Time off in lieu is applicable for this role.

**Driving licence**

A full driving licence is required as the post-holder will often need to travel and will be expected to have a vehicle available for use on NFC business, for which the NFC will pay mileage (currently 45p per mile).

**Policies and procedures**

All staff are required to abide by organisational policies and procedures and to contribute to the smooth administration of the National Forest Company. This includes promoting and acting as an ambassador for the National Forest.

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| **PERSON SPECIFICATION** |

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|  | Essential (E)  or Desirable (D) | How measured:  Application (A),  Interview and assessment (I) |
| **QUALIFICATIONS** |  |  |
| Work experience which demonstrates account management, event organisation and communication skills. | E | A |
| Experience in a fundraising or account management role. | D | A |
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| **KNOWLEDGE** |  |  |
| An understanding of charity fundraising and philanthropic drivers and motivators. | D | A, I |
| Working knowledge of CRM systems (the National Forest Company uses thankQ). | D | A, I |
| Knowledge of the environmental fundraising landscape. | D | A, I |
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| **SKILLS & EXPERIENCE** |  |  |
| Experience of raising funds from businesses, trusts and foundations and grant making organisations. | D | A, I |
| Strong customer service skills – with the ability to deal sensitively and thoughtfully with queries. | E | A, I |
| Strong organisation skills including the ability to manage multiple projects simultaneously. | E | A, I |
| Creative with good communication skills including creating compelling and interesting copy to help engage funders. | E | A,I |
| Experience of careful record keeping. | E | A, I |
| Experience of organising and delivering events. | E | A, I |
| Financial administration experience. | D | A, I |
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| **PERSONAL QUALITIES** |  |  |
| Enthusiastic, self-motivated, with a can-do attitude. | E | A, I |
| Works independently and able to contribute as part of a team in a positive, collaborative style | E | A, I |
| Highly organised with excellent attention to detail and ability to work to deadlines | E | A, I |
| Commitment to environmental issues and a passion for the National Forest | E | A, I |
| Commitment to equal opportunities | E | A, I |

**July 2022**