###### Job Description : Fundraising Officer

#### **Hours per week** 15 Hours.

**Salary** £ 27,051 per annum pro rata

**Location** Office: The Gatehouse Centre, Hareclive Rd, Hartcliffe, BS13 9JN.

**Accountable to**  Chief Executive

**Job summary** To generate annual income for the Bristol After Stroke focusing on community, trust, foundations, business and grant making bodies.

**Context** Permanent Post.

Six month probationary period.

##### Main duties

* Work to generate unrestricted and restricted funds from the local community, local businesses, trusts, foundations and grant making bodies towards an agreed income target.
* Submit high quality, well researched and well targeted proposals to donors that meet funding priorities.
* Manage relationships with existing and new funders ensuring they are aware of Bristol After Stroke’s activities and performance and receive regular updates.
* Be proactive in fundraising networking, keeping abreast of changes and new developments within the fundraising environment.
* Identify groups, committees, individuals, and organisations in the area to develop and support fundraising efforts.
* Develop and support a fundraising committee
* Undertake independent research into potential funding bodies that would fund Bristol After Stroke’s work
* Support the organisation of fundraising activities.
* Create and maintain records and files with all funder information.
* Provide reports to the Trustee board to monitor progress and plan for future potential income.
* Support the development of our supporter network.
* Represent Bristol After Stroke at external meetings when appropriate.
* Support the development of a fundraising strategy.
* Contribute to our communications strategy and publications.
* Perform other work as Bristol After Stroke may reasonably require.

The job description may be subject to review and negotiated change. It is intended to contain sufficient flexibility to incorporate the special interest of the post holder and development of the role.

**Person Specification**

**Qualifications:**

* Be educated to degree level or equivalent D

**Experience:**

* Have two years experience of fundraising E
* Have a successful track record of generating income E
* Experience of writing successful bids to fundraising

organisations E

* Experience of working with social media to support fundraising

and communication D

* Experience of working in the voluntary charitable sector D
* Experience of working with volunteers D

**Skills:** All Essential

* Excellent communication skills, both verbal and written with the ability to summarise complex information to a wide range of audiences.
* Excellent organisational skills with ability prioritise and meet deadlines.
* Excellent presentation skills
* Excellent interpersonal skills.
* Ability to work independently and as a part of a team
* Basic IT skills and experience (Microsoft office, outlook, Word, Powerpoint)

**Personal skills**: all Essential

* Strong team player but with ability to work under own initiative.
* A flexible and adaptable approach
* Innovative and enthusiastic
* Ability to work collaboratively
* Access to transport across Bristol and South Gloucestershire

E = Essential D = Desirable