**Job Description & Person Specification – Fundraising Officer**

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| **Title of Post:** | Fundraising Officer |
| **Salary:** | £30,690 |
| **Location:** | Positive East Offices (flexible working can be arranged) |
| **Hours:** | Full Time (36 hours per week) |
| **Accountable to:** | Head of Fundraising and Communications |

**Job Summary**

We are looking for a passionate and motivated individual to join Positive East. This is a key and varied role that sits within the charity’s busy Fundraising Team.

The role has two primary focuses. 1) You will be responsible for identifying potential new sources of grant funding from charitable trusts and foundations and stewarding a portfolio of small grant funders. You will also lead on the development of smaller grant proposals and reports. 2)  You will lead on the development and the day-to-day management of our social media presence and digital communications and explore new ways to engage audiences.

This role will also contribute to the wider ambitions of the fundraising team and provide support when needed to achieve annual targets including supporting the stewardship of our individual donors.

You will report directly to the Head of Fundraising and Communications and work closely with the Trusts and Foundations Manager.

We would expect the candidate to be able to demonstrate that they are proactive, capable of managing a busy workload, and a team player with excellent written and verbal communication skills.

**Job description**

1. **Trusts and Foundations** 
   1. Working directly with the Trusts and Foundations Manager to achieve fundraising targets.
   2. Identify and research potential funders and create records on Salesforce.
   3. Develop written funding proposals with guidance from the Trusts and Foundations Manager for small-sized Trusts and Foundations.
   4. Steward and manage a portfolio of funders, ensuring timely communications and reports.
2. **Social Media**
   1. Responsible for the day-to-day management and posting on social media.
   2. Identify new opportunities to digitally engage new audiences.
   3. Stay up-to-date on new and emerging social media trends.
3. **Fundraising Team support**
   1. Support the work of the wider fundraising team in achieving its targets
   2. Support the stewardship of our individual donors
   3. Maintain accurate records on the Salesforce database
   4. Support the Charity’s activities around events including the World AIDS Day RED RUN, Pride, Positive Feast, Positive East presentations and launches or other key annual events.
4. **General** 
   1. Ensure the integrity of Positive East’s vision, mission, and values
   2. Actively promote the Charity, in the course of your duties, with clients, funders and potential funders, health and social care professionals, and other relevant stakeholders
   3. To carry out all duties with due regard to relevant legislation and guidance, the organisation’s Health and Safety, Confidentiality, Data Protection, Safeguarding, and Equal Opportunities policies and all other policies of Positive East
   4. To play an active role in being part of the wider Positive East team to ensure that we achieve both our day-to-day and strategic objectives. This may mean showing flexibility in your role to support colleagues as appropriate.
   5. Carry out all other reasonable duties when requested.

**Person Specification**

**1.0** **Experience**

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| --- | --- | --- |
|  | **Criteria** | **Desirable/Essential** |
| **1** | Experience in writing compelling and persuasive arguments (e.g. academic, blogs, creative writing). | Essential |
| **2** | Experience in writing grant applications and project reports | Desirable |
| **3** | Experience in using social media i.e. personal or professional. | Essential |

**2.0 Knowledge and Understanding**

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| --- | --- | --- |
|  | **Criteria** | **Method of Assessment** |
| **4** | Understanding of, or desire to learn about the charity sector | Essential |
| **5** | Understanding of, or desire to learn the issues facing individuals and communities affected by HIV | Essential |
| **6** | A commitment to equality and diversity | Essential |

**3.0 Skills and Abilities**

|  | **Criteria** |  |
| --- | --- | --- |
| **6** | Strong oral and written communication skills | Essential |
| **7** | Strong organisational skills, with the ability to manage your busy workload and work under pressure to a number of rapidly changing deadlines | Desirable |
| **8** | Strong Microsoft Office skills, including Word, Excel and PowerPoint | Desirable |
| **9** | Strong research skills, with the ability to retrieve information and construct compelling stories from statistical data. | Desirable |

Ian Montgomery

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