

National Animal Welfare Trust Job Description

- Title:** Fundraising Officer
- Location:** NAWT Centre, Bedfordshire
- Salary:** £21,000 – £23,000 depending on experience
- Reports to:** Centre Manager (working closely with NAWT's central fundraising team)
- Hours:** Both full time and part time opportunities available
Flexible working hours will be considered for the right candidate
Can include working from home
- Term:** 1 year maternity cover (3 month probationary period)

Summary of role

As a Fundraising Officer, you'll play a vital role at NAWT's Bedfordshire Centre in Aspley Guise. Your role will be to work with the centre manager and NAWT's central fundraising department, taking responsibility for developing, implementing and managing income generation activities. In order to help you achieve this, you will need to build local individual and corporate relationships, retain existing supporters and attract new ones. In addition you will promote the centre and its work within the local community.

Duties and Responsibilities:

1. Income Generation Activities

- 1.1. Develop, implement and promote fundraising activities, ensuring that each activity maximises income from the resources and time expended
- 1.2. Build a network of volunteers to support fundraising activities
- 1.3. Identify sources of external funding such as grants, trusts, retailer schemes etc. and write appropriate applications
- 1.4. Develop and maintain corporate relationships with local businesses for support
- 1.5. Work alongside NAWT central fundraising department to implement and promote national fundraising activities in the local area
- 1.6. Promote other methods of income generation such as legacies and animal sponsorship programmes

2. Supporter Relations

- 2.1. Build and maintain relationships with existing and new donors
- 2.2. Build and maintain relationships with new fundraisers
- 2.3. Develop special supporter events both at the centre and with external groups (such as schools, W.I. etc)
- 2.4. Maintain the supporter database ensuring it is up to date and accurate at all times
- 2.5. Develop local community appeals to update supporters on the vital work being carried out at the centre

3. Promote the Centre

- 3.1. Work with local media contacts to promote the work of the centre/charity, as well as provide stories that may attract new donors and legacy givers

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3.2. Act as a point of contact with head office team to provide regular and timely updates on stories that can be promoted at a national level

4. Other Duties

4.1. Attend internal meetings as requested

4.2. Attend relevant training and personal development opportunities in order to fulfil the requirements of the post

4.3. Adhere to all NAWT policies and procedures and assist the organisation in developing, implementing and monitoring them, including Equal Opportunities and Health & Safety policies

4.4. Carry out any other duties relevant to the post as directed by the Centre Manager, Director of Operations or Board of Trustees.

Experience and Skills Required		
Experience / Skills	Desirable	Essential
Good track record of fundraising experience		Yes
Excellent communication skills both verbal and written		Yes
Relationship builder with excellent interpersonal skills		Yes
Track record of being able to influence others		Yes
Creative and imaginative and able to use your initiative		Yes
Experience of giving presentations and talks		Yes
Develop and prioritise your own workload and able to work to deadlines		Yes
Computer literate; Microsoft Word, Outlook and Excel		Yes
Able to work within a small team with limited administrative back up		Yes
Empathy and enthusiasm for the aims of the NAWT		Yes
Knowledge of the local area	Yes	
Media/Public Relations experience	Yes	
Some experience of managing events	Yes	
A full UK driving licence		Yes

THE PERSON

The successful candidate will be a hard-working, reliable, good humoured and confident 'people person'. They will have excellent interpersonal skills and be able to build effective relationships with lots of different groups of people. They will be able to communicate well be it face to face, on the phone or in writing and have an empathy with the aims of the Trust. They will have an organised approach to their work, and will be able to use their own initiative and work unsupervised. A uniform is provided and must be worn during working hours.