

## JOB DESCRIPTION

**Title:** **Fundraising Officer**

**Place or base of work:** Thrive's National Headquarters at Beech Hill, near Reading.  
Some travel throughout the UK may be required. Home working is an option for the right candidate.

**Reports to:** Fundraising Manager

**Direct reports:** None

**Salary:** £23,000 - £26,000

**Hours:** 35 hrs per week

**Contract:** Permanent

### PURPOSE OF ROLE

To raise funds from identified sources to secure income to further the work of Thrive. The Fundraising Officer will formulate and deliver strategic and operational plans to establish and grow unrestricted/core income for the charity. You will be working towards financial targets and will be working closely with the wider fundraising team to ensure that targets are met and that key relationships are developed.

Specifically, this will include;

**Individual donors**

**Committed donors**

**Company giving**

**Community groups**

**Thrive events - in a lead or support role as required**

### Responsibilities:

- To work with the Fundraising team to increase unrestricted income to Thrive through fundraising activities identified by the Fundraising manager. These could include direct mail appeals, community groups, organised events, campaigns, individual donors and company giving, and legacy giving
- To proactively support the Fundraising Manager in developing the fundraising strategy
- To support or lead on the organising of successful Fundraising events for Thrive
- To develop and manage the donor thanking, acknowledgement and general stewardship process
- To oversee the workload of volunteers who support the team's activities
- To cultivate relationships with volunteers, individual supporters, partnerships and event organisers
- Research, identify and develop new fundraising opportunities and areas of potential support for long term regional and national development
- Provide support to the regional teams on both national and local fundraising initiatives
- To undertake relevant database and paper-based administration relating to fundraising activities and campaigns within the Fundraising team, including running reports from the CRM database to get a clearer picture of our donor profile and campaign success rates
- To analyse donor data and provide reports to the Fundraising Manager
- To work together with other members of the team giving appropriate support as required

- Participate in team meetings, staff conference and external meetings as required.
- Attend one to one and appraisal meetings to support the attainment of income targets
- Pro-actively champion Thrive's work.

This list is not exhaustive. Amendments and additions may be required in the future, in line with developing practices and other changes.

## Person Specification

Area	Essential	Desirable
Qualifications / Education		<ul style="list-style-type: none"> <li>▪ Member of Institute of Fundraising</li> </ul>
Knowledge and Skills	<ul style="list-style-type: none"> <li>▪ Using a CRM (Customer Relationship Management) database, 'Progress' preferable</li> <li>▪ Community fundraising activities</li> <li>▪ Running fundraising events</li> <li>▪ Knowledge of the fundraising environment and regulatory framework in the voluntary sector</li> <li>▪ Understanding of the UK philanthropy market and donor care experience</li> <li>▪ Excellent writing and editing skills, networking, strong relationship building, and communication skills</li> <li>▪ Competent IT skills</li> <li>▪ Understanding of people living with a disability, disadvantage or vulnerability</li> <li>▪ Understanding of GDPR and FR code of practise within the charity sector</li> <li>▪ Managing / working with volunteers</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>▪ Ability to recognise and capitalise on opportunities</li> <li>▪ Ability to meet tight deadlines and forward plan with first-class attention to detail</li> <li>▪ Ability to grasp and convey information clearly</li> <li>▪ Able to juggle sometimes competing priorities and meet deadlines</li> <li>▪ Ability to work to own initiative</li> </ul>	
Personal qualities	<ul style="list-style-type: none"> <li>▪ Energetic and action orientated with a 'can-do' attitude</li> <li>▪ Good interpersonal skills</li> <li>▪ Resourceful and confident in using own initiative</li> <li>▪ Highly organised and have an analytical approach</li> <li>▪ Professional approach, and engages in personal development opportunities to succeed</li> <li>▪ Confident effective communicator</li> <li>▪ Proactive, ability to see and propose practical solutions and approaches</li> <li>▪ Flexible</li> <li>▪ A creative thinker able to find solutions to securing funding for organisational needs,</li> <li>▪ A cheerful team player, responsible and self-motivated,</li> <li>▪ Sense of humour</li> </ul>	
Other	<ul style="list-style-type: none"> <li>▪ Committed to the work of Thrive</li> <li>▪ Willing to undertake some out of hours work</li> <li>▪ Full UK driving license</li> </ul>	

**This list is not exhaustive. Amendments and additions may be required in the future, in line with policy and other changes. This role is subject to changes as the Organisation develops and evolves.**

*Successful appointment to this post will be subject to satisfactory references and basic DBS (Disclosure and Baring Service) check.*

*Thrive are a Disability Confident Employer and as such we are committed to the employment and career development of disabled people and will offer an interview to give you the opportunity to demonstrate your abilities at an interview, if you declare that you have a disability and meet the minimum criteria for the job.*



By 'minimum criteria' we mean that you must provide us with evidence in your application which demonstrates that you generally meet the level of competence required for each competency as well as meeting any of the qualifications, skills or experience defined as essential.