

### Role summary

Role:	<b>Development and Fundraising Officer (England and Wales)</b>
Location:	Home based with travel and flexible working expected*
Hours:	Part-time (17.5 hrs a week)
Contract:	One year fixed term contract (renewable)
Reporting to:	Senior Partnerships Manager
Date prepared:	July 2021

**We are recruiting a Development and Fundraising Officer to support our work in England and Wales, reporting to the newly appointed Senior Partnerships Manager.**

In this role you will work with FCN staff and volunteers to develop projects, identify funding opportunities and secure funds for the charity. You will also increase the contributions of individuals and groups by building relationships and exploring new fundraising opportunities from various sources.

#### **Principal Tasks:**

- Working closely with volunteers and supporters to maximise the funds they raise.
- Maintaining existing relationships with supporters whilst identifying and nurturing new supporters and fundraising opportunities.
- Developing exciting fundraising activities, many of which involve organising events or developing web-based campaigns.
- Raising awareness of the work of FCN and the support we provide at local and national levels, such as attending events or delivering presentations.
- Researching and targeting charitable trusts whose missions, objectives and ethos match those of FCN.
- Supporting the Senior Partnerships Manager in developing and implementing a strategy for individual and corporate supporter recruitment and development.
- Alongside colleagues working at a local/regional level recruit, organising and managing volunteers to carry out various functions within the charity.
- Supporting corporate fundraising, including employee giving and matched giving from employers.
- Managing and updating databases to record donor contact and preference information.
- Supporting in writing applications and mail-shots, using direct mailing to reach a range of potential and current donors.
- Making risk analyses and balancing time-cost ratios to focus effort on the fundraising activities that are most appropriate and will have the highest chance of success.

For a copy of the complete job description including essential criteria please email [debbie@fcn.org.uk](mailto:debbie@fcn.org.uk).

To apply for this role please send a CV and an expression of interest letter highlighting how you meet the criteria **by 9 August**.

Please note Support Officer and Development Officer roles will be appointed following appointment of management roles and positions.