

## Local fundraising lead - Job description

Job Title:	Local fundraising lead
Salary:	£26,500 pro-rata
Holidays:	25 days holiday pro-rata plus public holidays
<b>Location</b>	<b>Norwich city centre</b>
Hours	21 hrs a week / flexible working negotiable

### 1. Description of the overall role

DDP's local fundraising lead is responsible for developing a Norfolk-wide support base for the charity.

The post holder will:

- develop and implement a fundraising strategy to harness support from Norfolk's local communities, businesses, grant making trusts and foundations.
- generate income for DDP and deliver on mutually agreed targets.
- report to DDP's Director

### 2. Specific Responsibilities for the post holder will be to:

- work with DDP's director, other staff members and project partners to develop and execute a local fundraising strategy
- build and manage a database of fundraising opportunities
- increase the number of regular givers and develop ways of engaging them in the work of DDP
- build and maintain relationships with local communities (individuals, groups and associations), and / or businesses, and / or grant making foundations and trusts
- develop fundraising projects with local communities, businesses and schools in Norwich
- recruit and encourage volunteers for fundraising events or functions
- develop materials that publicise and promote the work of DDP
- develop and maintain administrative fundraising systems - e.g. fundraising packs for individuals wanting to raise money via endurance events or ensuring gift aid declarations are collected etc.
- maintain financial systems related to fundraising activities/income generation
- travel to visit project partners if opportunities arise, and develop relationships that will support fundraising and generation of promotional materials
- initiate, organise and give presentations to actual and potential donors about the work of the charity
- write fundraising reports for Trustee meetings
- demonstrate an ability to plan and prioritise own workload with minimum supervision
- be aware of and abide by all DDP policies and procedures

### 3. Person Specification

<b>Educational &amp; Knowledge</b>	
<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> <li>Educated to degree level or equivalent qualifications / experience</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of development aid and issues affecting disabled, and marginalised people in developing countries</li> </ul>
<b>Work-Related Experience</b>	
<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> <li>Experience in a fundraising / sales / business development / marketing environment (if you don't have this but can demonstrate all other essential criteria please still apply)</li> </ul>	<ul style="list-style-type: none"> <li>Track record of establishing community / business / corporate fundraising functions from scratch, generating growth of income and awareness</li> <li>Experience of working with issues of poverty and/or disability</li> </ul>
<ul style="list-style-type: none"> <li>Experience of successful budget management with the ability to plan and implement budgets</li> </ul>	
<ul style="list-style-type: none"> <li>Experience of developing strategies and operational plans, targets and key performance indicators.</li> </ul>	
<ul style="list-style-type: none"> <li>Experience of cultivating relationships with local communities (individuals, groups and associations), and / or businesses, and / or grant making foundations and trusts.</li> </ul>	<ul style="list-style-type: none"> <li>Successful track record of managing staff or volunteers in an inspiring and motivating way</li> </ul>
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>Have excellent organisational skills and be able to manage a complex and varied workload</li> </ul>	<ul style="list-style-type: none"> <li>Up-to-date knowledge of the charity sector</li> </ul>
<ul style="list-style-type: none"> <li>High standard of computer literacy. Proficient user of Word / Excel / PowerPoint/Outlook and the internet</li> </ul>	<ul style="list-style-type: none"> <li>Ability to manipulate data in excel and create charts and tables with formulae</li> <li>Ability to format documents to a high standard</li> </ul>
<ul style="list-style-type: none"> <li>Able to manage social media channels</li> </ul>	<ul style="list-style-type: none"> <li>Able to generate social media content</li> <li>Good photography skills</li> </ul>
<ul style="list-style-type: none"> <li>Be able to write for a range of different audiences and use plain English</li> </ul>	<ul style="list-style-type: none"> <li>Experience in writing articles</li> </ul>
<ul style="list-style-type: none"> <li>Meticulous attention to detail and able to meet deadlines.</li> </ul>	
<ul style="list-style-type: none"> <li>Excellent communication skills, both oral and written</li> </ul>	
<ul style="list-style-type: none"> <li>Motivated and self aware. Able to work effectively as a member of a team and independently.</li> </ul>	

To apply for the role, please send a covering letter explaining why you are interested and suited to the post together with a tailored CV and names of two references to: [mail@ddpuk.org](mailto:mail@ddpuk.org)

For an informal conversation about the role you can contact Kamala Achu, DDP's director on 0207 7007298. **Closing date 28<sup>th</sup> May 2017, Interviews 5<sup>th</sup> June 2017 in Norwich.**