**FUNDRAISING OFFICER JOB DESCRIPTION**

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| 1. | **Post Title** | Fundraising Officer |
| 2. | **Grade** | As outlined on contract of employment. |
| 3. | **Location** | You will be based on site within the Fundraising Department of Francis House Children’s Hospice but you will be expected to attend fundraising events at external locations. |
| 4. | **Brief Overall Description of the Post** | You will be a member of our existing small, but very successful fundraising team. You will be expected to raise charitable funds to support the work of Francis House Children’s Hospice. You will work with both individual and corporate supporters. |
| 5. | **To Whom Directly Responsible** | Fundraising Senior. |
| 6. | **Specific Training & Experience** | The successful Candidate will have: -  Relevant fundraising experience  Strong people skills.  Excellent communication skills.  The ability to adapt and deal with all aspects of the fundraising role including events, community, online and corporate.  Knowledge and experience of working with a fundraising database.  A fundraising qualification or the willingness to undertake a relevant fundraising course will be an advantage. |
| 7. | **Specific Tasks and Responsibilities** | |
| 7.1 |  | Work with the Fundraising Senior to develop new supporters. |
| 7.2 |  | You will support and develop individual fundraisers in the community. |
| 7.3 |  | You will facilitate community events in support of the hospice. |
| 7.4 |  | You will work alongside new and existing corporate connections to maximise support and to build relationships. |
| 7.5 |  | To work as part of the team in group fundraising events and assist other team members with their events. |
| 7.6 |  | You will promote the name of the hospice and at all times represent the hospice accurately and professionally. |
| 7.7 |  | You will develop and maintain our on-line presence. |
| 7.8 |  | You will be in a position to work flexibly as this post requires weekend and evening working. |
| 8. | **Major Tasks - Generic Responsibilities** | |
| 8.1 |  | To be aware of your health and safety responsibilities, as an employee of Francis House, and adhere to these wherever you are working. |
| 8.2 |  | To participate in staff meetings and training as required. |
|  | **Please Note** | The above outlines the duties required for the time being, to indicate the level of responsibility. It is not a comprehensive or exclusive list - duties, which do not change the general character of the job or level of responsibility entailed, may be varied from time to time. |