**Living Options Devon - Job Description**

**Job Title:** Fundraising Officer

**Responsible to:** Head of Fundraising

**Hours:** 24 hours per week

**Salary:** £23,542 FTE pro-rata (NJC SCP 15)

**Job location: Living Options Devon Offices in Exeter**

**Contract term:** 1 month

**Period of Notice:** Permanent

**Living Options Devon**

**Background/context:** Living Options Devon (LOD) is a charity and a company limited by guarantee founded in 1990.Our vision is of fully informed, accessible and inclusive society in which every individual has the choice and opportunity to achieve their full potential and take part as an equal and valued citizen.

We exist to ensure people with physical and/or sensory disabilities and Deaf people with sign language can make an active and equal contribution in society. Specifically, we:

* Encourage people to feel more informed, valued and confident to take part in society through relevant training and support;
* Enable people to identify priorities and develop user-led services;
* Engage people in effective communication with local/national service commissioners and providers; and
* Empower people to raise awareness of what society needs to do to provide equality of opportunity both locally and nationally.

We believe in a fully accessible society where all people can enjoy freedom of choice and equality of opportunity. We operate a culture of open communication, empowerment and development, where individual differences and abilities are respected and people are encouraged to achieve their full potential.

Reporting to the Head of Fundraising the post-holder will be responsible for researching, writing and submitting applications to Charitable Trusts/Foundations and public sector commissioners in accordance with our annual Fundraising Plan.

**KEY TASKS**

* Work with Head of Fundraising to contribute to the delivery of annual fundraising targets and evaluate/report on effectiveness of fundraising activities
* Ensure relationships with all funders and partners (current, potential and historical) are effectively managed through LOD’s CRM system
* Work with CEO/Project Leads to plan for project sustainability
* Work with the Head of Fundraising to ensure LOD is compliant with Fundraising Code of Practice and provide information and advice to Project and Corporate Leads on queries relating to fundraising
* Identify and complete funding bids to charitable trusts and foundations and other grant making bodies for grants to support new and existing LOD projects
* Work closely with Project Leads and Research Lead to ensure intelligence from service delivery and research and evaluation informs funding bids
* Work with Finance Lead to identify accurate costs and full cost recovery for grant applications
* Develop, in consultation, all relevant materials for servicing of relationships
* Raise funding and profile of LOD through community events and activities
* Create publicity and communication materials and online and digital campaigns to promote fundraising activities and events
* Work with Hub Co-ordinator to recruit and involve volunteers in community fundraising activities and events
* Build and maintain partnerships with businesses including Charity of the Year partners.
* Acknowledges donations appropriately; write effective thank you letters
* Manage the post-decision administration process for all Trust funding applications.
* Maintain up-to-date knowledge of fundraising, communications and related legislation as well as organisational policies and take personal responsibility for keeping up-to-date with LOD’s charitable activities.
* Working with the CEO and Senior Management Team to implement the fundraising strategy across the organisation.

**Other Duties**

* Attend and participate in regular staff and team meetings.
* Attend appropriate training courses where identified.
* Attend and participate in regular work appraisals and any other support systems as appropriate.

**NB:** The above list is indicative and not exhaustive. The post-holder is expected to carry out all such additional duties as are reasonably commensurate with the role.

# Person Specification

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Knowledge** | | |
| High level of literacy and numeracy | 🗸 |  |
| Educated to degree level or equivalent | 🗸 |  |
| Computer literate with excellent knowledge of Word, Excel, Outlook and use of internet | 🗸 |  |
| Qualification in fundraising |  | 🗸 |
| **Experience** | | |
| Genuine interest in fundraising, evidenced through:   * Corporate / community fundraising * Events * Trust or foundation fundraising * Other | 🗸 |  |
| Experience of working with people with a disability |  | 🗸 |
| Experience of recruiting and managing volunteers |  | 🗸 |
| Budget management experience |  | 🗸 |
| **Skills** | | |
| Good communication skills on the telephone, in writing and face-to-face | 🗸 |  |
| Excellent attention to detail | 🗸 |  |
| Effective organisational skills | 🗸 |  |
| Ability to create compelling online / digital campaigns |  | 🗸 |
| Ability to prioritise and work to deadlines and balance competing demands | 🗸 |  |
| **Other** | | |
| Highly motivated and creative | 🗸 |  |
| Personal experience of disability or Deafness |  | 🗸 |
| Flexible and co-operative attitude to work routine and variety of tasks | 🗸 |  |
| Interest in disability and Deaf issues | 🗸 |  |