

**ROLE PROFILE**

**Job Title:**  EBM Fundraising Officer

**Responsible to:** Head of Business Development

**Responsible for:** Volunteer Fundraisers

**Date:**  September2017

**Salary:** Salary range between £24,000 p.a. to £30,000 p.a. depending on experience and skills

**Hours:** 37.5 hours per week

**Annual Leave:**  20 days p.a. plus 12 days public holidays p.a.

**Probation:** A six month probationary period is effective

**Healthcare:** Westfield Health Care after successful completion of probationary period

**Job Purpose:** The Fundraising Officer will be responsible for maximising fundraising and developing fundraising activities for EBM.

**Responsibilities:**

* Motivating and facilitating supporters to maximise the funds they raise
* Inspiring new supporters to raise money, while maintaining and developing relationships with existing supporters
* Organising traditional activities, such as sponsored outdoor events and house-to-house collections of donated goods and money
* Developing new and imaginative fundraising activities, many of which involve organising events
* Raising awareness of EBM and its work at local and national levels, e.g. by giving talks to groups or seeking photo opportunities with the media
* Developing and coordinating web-based fundraising, online auctions and merchandise sales
* Increasing funds by researching and targeting charitable trusts whose criteria match the EBM’s aims and activities
* Developing and implementing a strategy for individual and corporate supporter recruitment and development
* Recruiting, organising and managing fundraising volunteers to carry out various functions
* Overseeing corporate fundraising, including employee giving and matched giving from employers
* Managing and updating databases to record donor contact and preference information
* Writing applications and mail-shots, using direct mailing and Social Media to reach a range of potential and current donors
* Making risk analyses and balancing time-cost ratios to focus effort on the most appropriate fundraising activities with the highest chance of success
* Achieving annual fundraising targets as set
* Liaising effectively with other EBM projects and partners as required
* Representing and promoting EBM positively at external and internal functions as required
* Adhering to EBM policies and procedures as required
* Any other reasonable duties within the post-holder’s capacity

**Personnel Specification**

**Essential**

* Minimum of 2 years’ recent experience in a fundraising role
* Experience of organising a wide range of fundraising events and initiatives
* The ability to build and maintain relationships
* Creativity, imagination and an entrepreneurial attitude towards fundraising
* A proactive attitude, drive and enthusiasm to carry out projects to conclusion
* The ability to influence others with excellent oral and written communication skills
* The capability to work under pressure and meet deadlines
* The ability to meet financial targets and to work within budgets
* Good organisational and project management skills
* The ability to motivate others and work as part of a team
* Resilience, particularly when faced with setbacks
* Sensitivity to the needs of volunteers and donors
* A willingness to carry out a range of administrative tasks
* Ability to work outside normal office hours as required from time to time
* Clean current driving licence and access to a car. This criteria will be waived in the event of disability when the job holder can demonstrate the effectiveness of alternative transport arrangements
* Commitment to the ethos of East Belfast Mission and the Methodist Church in Ireland

**Desirable**

* Experience of managing volunteers
* Experience of public speaking
* Experience of managing Gift Aid donation

**EBM is an Equal Opportunities Employer**