

**Fundraising Officer (Part Time)**

**Accountable to:** Fundraising and Sustainability Manager

**Hours of Work:** 16 hours per week (will require flexibility to meet event requirements including some evening work)

**Salary**: £24,000 (FTE) £10,240 (Actual)

**Location:** Skainos Centre, 239 Newtownards Road, Belfast. Hybrid working available.

**Context**

East Belfast Mission is a charity with a wide variety of services which work to provide the people of east Belfast with the Building blocks to transform their lives; offering services which aim to alleviate the difficulties faced by our community through projects such as Hosford Homelessness services, an Employability project which helps people back to work, an Irish Language project to connect a divided community in an interface area in Belfast, our thriving community groups and Community Counselling and psychotherapy service.

The fundraising team work to inspire people to give their money, their time and their voice to make

a difference to people we work with. We will do this by:

• promoting what the charity offers and the impact this makes.

• getting people to buy in to the impact and benefits of what the charity delivers.

• asking individuals, trusts and companies to make their own contribution.

• valuing and stewarding all those who contribute so that their commitment and engagement with our charity feels deepens.

Everyone in the fundraising team has a role to:

• Inform, drive and support continuous improvement in our external engagement.

• Put learning, wellbeing, flexibility, contribution, collaboration and inclusion at the

heart of our culture.

• Advocate for our brand.

• Understand our organisational vision and strategy, and their role in delivering it (for

example through leadership, management, audience insight, engaging

propositions, valuable relationships, technical skills, aligning our brand and culture)

**Job Purpose:**

The Fundraising Officer will be responsible for offering support, including admin support, to the Fundraising Manager, assisting to maximise fundraising opportunities, and developing fundraising activities and appeals for East Belfast Mission. They will be required to raise funds through community fundraising events, appeals, relationship building with businesses and churches, legacy fundraising campaigns and/or occasional small grant applications and will be set fundraising income targets to meet annually. They will need to create and manage press releases and social media campaigns as required in order to promote community fundraising events and fundraising campaigns.

East Belfast Mission is a charity with a wide variety of services which work towards the regeneration of the deprived area of East Belfast; offering services which aim to alleviate the difficulties faced by our community through projects such as Hosford Homelessness services, an Employability project which helps people back to work, an Irish Language project to connect a divided community in an interface area in Belfast, our thriving community groups and Community Counselling and psychotherapy service.

**Accountability:**

The post-holder reports to the Fundraising and Sustainability Manager of East Belfast Mission.

**Main Duties:**

1. Raise funds through community fundraising events, appeals, legacy fundraising and occasional small grant applications
2. Building and inspiring relationships with existing and potential donors including individuals, businesses and churches
3. Work towards meeting yearly fundraising income targets
4. Assist the Fundraising Manager through administration support
5. Developing new and imaginative fundraising activities
6. Managing online fundraising as required (Just Giving, Social media, Chariteer)
7. Managing and updating donor records via Chariteer
8. Liaising effectively with other EBM projects and partners as required
9. Representing and promoting EBM positively at external and internal functions as required
10. Adhering to EBM policies and procedures as required
11. Any other reasonable duties within the post-holder’s capacity

**Personnel Specification:**

**Essential Criteria**

The successful applicant must be able to evidence the following:

1. Experience in a fundraising role (paid or voluntary)
2. Creativity, imagination and an entrepreneurial attitude towards fundraising
3. Excellent organisational skills
4. The ability to influence others with excellent oral and written communication skills
5. The capability to work under pressure and meet deadlines
6. Sensitivity to the needs of volunteers and donors
7. A willingness to carry out a range of administrative tasks
8. Excellent IT skills
9. Ability to occasionally work outside normal office hours as required
10. A clear understanding of and willingness to work within the ethos of EBM.

**Desirable**

1. A qualification in a related field
2. Experience of organising events, fundraising events and initiatives and/or experience in writing appeals and press releases
3. Experience working with volunteers.
4. Experience of working to targets.
5. Experience of public speaking.
6. Experience of developing relationships with businesses and community organisations
7. Experience in using business social media pages and/or social campaigns

**EBM is an Equal Opportunities Employer**