



### **JOB DESCRIPTION – Fundraiser**

<b>JOB TITLE:</b>	Fund Raising Officer
<b>PAY GRADE:</b>	£20,000 pro rata
<b>HOURS OF WORK:</b>	15 hours per week/flexible
<b>STATUS OF POST:</b>	Part time, 6 months contract in the first instance
<b>CO TEAM:</b>	Finance, Artists, Listen & Connect
<b>LINE MANAGER:</b>	CEO(s)

#### **MAIN AIM OF POST:**

To devise, lead and manage fundraising projects and achieve targets within agreed deadlines.

#### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Work devise and work within fundraising budgets and plans
2. Raise the profile of Designs in Mind within the local community to motivate and engage.
3. To promote events to existing and new supporters
4. Develop and nurture relationships with potential funders e.g. businesses, community groups, trusts, councils etc.
5. Develop and maintain a connect database of fundraising and funders.
6. Identify and follow up opportunities to secure non-cash or in-kind support.
7. To work collaboratively with all Designs in Mind teams
8. Be responsible for self-development, learning and knowledge of charitable/CIC law including lotteries, Health & Safety and licensing.
9. Acknowledge donations, gifts in kind, and the contribution made by volunteers in an appropriate and timely manner.
10. Report relevant information on an ongoing basis to CEOs

#### **GENERAL**

1. To attend staff meetings and away days organised on an ad-hoc basis when mutually convenient to all involved in the future of Designs in Mind.
2. To uphold Designs in Mind Mission, Vision & Values, and Policies & Procedures.
3. To support the team and work collaboratively.
4. To undertake a minimum of 10 hours of on-going training each year (2 half days) including Safeguarding, Mental Health First Aid,
5. Any other reasonable requests
6. To be a key holder

# designs in mind

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## **Person Specification** **Essential Criteria**

- ❖ Ability to work as part of a team, where the aim is that together we find ways to live life
- ❖ Commitment to work with our values;
  - Encourage creative adventure,
  - Act with purpose,
  - Create an environment of warmth,
  - Recognise we are all individuals and
  - We rely on each other.
- ❖ Compassion, patience and the ability to remain calm.
- ❖ Articulate in writing and verbal communications, including grant applications and formal and informal presentations.
- ❖ A record of successful grant applications and/or bids.
- ❖ Effective negotiating skills to maximise funding opportunities.
- ❖ Excellent organisational skills to manage complex workload and meet deadlines.
- ❖ Self-motivated with the ability to work unsupervised but can also work cooperatively and flexibly as part of a team.
- ❖ Excellent IT skills with sound level of experience using Microsoft Windows.
- ❖ Ability to use initiative and be assertive.
- ❖ To have a practical approach to practical problems and seek out the right support when this is not within Designs in Mind.
- ❖ Knowledge of the local area is essential.
- ❖ Ability to look after self, know when and how to get help, make use of supervision and communicate with the team.

### **Desirable**

- ❖ Knowledge of mental health challenges

This post is subject to reference and DBS checks.

The post holder will be expected to work within Designs in Mind policies and procedures.