

Job Description

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| Job Title: | Fundraising Partnerships Research Officer |
| Responsible to: | Fundraising Partnerships Manager |
| Location: | Based at Raystede Animal Centre near Lewes, with regular remote/home working |
| Hours of work: | 22.5 hours per week – open to discussion on hours and working pattern |
| Holidays: | 21 days a year, plus bank holidays, pro-rata |
| Probationary period: | 3 months |
| Contract Type: | One year fixed term contract |
| Grade and Salary: | £20,590-£23,188 based on experience |

Background information

Raystede Centre for Animal Welfare, established in 1972, is a charity that aims to give animals a better life through rehoming, rehabilitation and sanctuary, and give people the support and knowledge they need to treat animals with care and respect. We care for more than 400 animals every day, including cats, horses, dogs, rabbits, hens and exotic birds. We help most of the animals find new homes but also provide life-long sanctuary for those animals that cannot be rehomed. Our beautiful 43 acre site is open for visitors to get a unique glimpse into a working animal welfare centre.

The Fundraising team generates income for Raystede through donations, legacies, events and many other sources and activities. The Fundraising Partnerships Research Officer supports the Fundraising Partnerships Team to secure funding from Corporates, Major Donors and Trusts.

Main Purpose of the role:

- Undertaking Open Access research on potential supporters including Trusts, Corporates and Individuals and generating supporting research documents for prospecting by the team
- Provide administrative support to the Fundraising Partnership Team
- Support with the planning and delivery of cultivation and stewardship events
- Support with the planning, production and stock management of marketing and promotional materials for the Fundraising Partnership Team
- Maintain accurate records on the fundraising database

Key Tasks

Research

- Undertake Open Access Public research on potential partners including companies and individuals and support network mapping research
- Develop strategic prospect profiles for pre-identified companies, trusts and individuals
- Undertake prospecting research to update the Major Donor Prospect Pipeline
- Proactively research Trusts, funding bodies and charity trustees to develop the Trusts prospect pipeline using FundsOnline database and other sources.
- Provide background information and administrative help to prepare partnership packages and presentations
- Gathers interesting stories and content to inform stewardship and donor updates
- Takes an interest in Raystede animals, particularly those in Sanctuary here.

Administration

- Provide administrative support and a reception service to the Fundraising Partnership Team as needed including supporter care for major donors, corporates, and trusts. Assists in timely postage of supporter packs, thanks and communications
- Respond to donor enquiries via telephone, letter, email and in person. Manage the Fundraising Partnership Team in-box.
- Plan and deliver the Corporate Membership fulfilment. Booking in team building days; liaising with key internal and external departments to ensure all aspects of the day are planned.
- Support the planning and delivery of Cultivation and Solicitation Events, including booking venues and suppliers, preparing slides, sending out invites and managing guests lists etc. Accurately record key information and notes on the database and analyse prospects and supporters. Organise equipment booking and prepare materials for fundraising activities.
- Ensure that all relevant activity is accurately recorded on the database (Access ThankQ) including key contacts, correspondence, applications, research and invitations
- Raise invoices and receipts and work with the finance and Partnerships Team fundraisers on credit control
- Set up administrative process and systems for the Fundraising Partnership Team and maintain excellent record keeping.

Marketing

- Assist in the preparation, planning and content provision of the regular e-updates to high level supporters. Generates in-depth content suitable for a discerning audience group.
- Working to an agreed marketing plan brief and provide copy for the production of invites, leaflets, posters, social media posters and website updates.
- Updating the website
- Managing LinkedIn mentions, replies and responses and signposting to the Corporate Fundraiser
- Support with the delivery and promotion of corporate fundraising campaigns and external partnership requirements
- Co-ordinate the delivery of agreed corporate sponsorship promotions and fulfilment

Volunteers

- Co-ordinate, book and supervise a small team of volunteers to support at Corporate or Major Donor events.

General

- a. At all times ensure and maintain a compassionate, professional and efficient public image for the charity
- b. Participate in supervision, appraisal, and learning and development and take personal responsibility for maintaining the knowledge and skills required for the role
- c. Take responsibility for ensuring own health and safety and that of others who may be affected by your acts and omissions. Report any health and safety risks to your manager.
- d. Work within the policy framework of Raystede Animal Centre and adhere to the terms laid out in the employee handbook
- e. To support the wider aims of the charity and from time-to-time carry out other general duties as may reasonably be required by the Fundraising Partnerships Manager, Head of Fundraising, and/or Chief Executive.

Key Working Relationships

- **Fundraising Development Team** - work closely with colleagues in immediate team to share donor insights and prospect knowledge to maximise opportunities for Raystede. Contribute to the team plans and strategy.
- **Fundraising Team** – contribute to the team plans and help deliver cross team projects and support other teams’ activities as and when needed.
- **Supporters and Donors** – act as a reception service for the Major Donor, Corporate and Trust Fundraisers. Able to talk professional to high value donors, CEOs and influential contacts.
- **Fundraising Volunteers** – supervise up to 5 volunteers.
- **Suppliers** – order materials from suppliers. May need to project manage suppliers at or during the build up to, events.
- **Marketing** – work closely with the Fundraising Partnerships Manager and the marketing team to produce marketing and promotional materials and planned campaigns.
- **Finance** – work with finance to monitor donations pledged; ensure correct coding of income and to produce and chase invoices.

Scope and Accountability

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| Decision making and limits of authority | <ul style="list-style-type: none">• Works with the Fundraising Partnership Manager to set up systems and processes for the Fundraising Partnership Team• Able to undertake sophisticated research and make recommendations that inform corporate partnership or high value donor relationship decisions.• Able to credibly represent the charity, working with stakeholders at senior levels. |
| Financial resources | |
| Material assets | <ul style="list-style-type: none">• Responsible for fundraising promotional materials and leaflets, stocks and supplies |
| Information and communication resources | <ul style="list-style-type: none">• Responsible for inputting data on to database; access to sensitive and confidential donor data.• Updates website and provides content for social media posts and magazine.• Works with marketing to produce materials; writes materials briefs for Fundraising Partnership Team• All marketing activity and mass communications are signed off by Head of Fundraising and Head of Marketing |
| People management | <ul style="list-style-type: none">• Responsible for supervising the work of up to 5 volunteers |
| Legal, regulatory and compliance responsibility | <ul style="list-style-type: none">• Complete Risk Assessments for all Fundraising Partnership Team events• Under the guidance of the Database Fundraising Manager ensures that all data is GDPR compliant and is stored securely |

Person Specification

| | Essential | Desirable |
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| Education and Qualifications | <ul style="list-style-type: none"> • Good standard of education | |
| Knowledge and Experience | <ul style="list-style-type: none"> • Experience of undertaking research, drawing information from multiple sources and evaluating and preparing reports • Experience of producing and delivering marketing and promotional materials • Good working knowledge of data protection legislation • Excellent written communications and presentation skills • Administrative skills including IT (Microsoft Office). • Experience of working as or with volunteers. • Experience of good record keeping and administration. • Empathy for and knowledge of the issues regarding domestic animals in an animal welfare charity. • Understanding of charity related legislation and fundraising codes of practice. | <ul style="list-style-type: none"> • Fundraising experience; or experience in a business development/ sales role with mid to high net-worth individuals. • Experience of using a fundraising database. • Understanding of charity related legislation and codes of practice. • Events or project management experience |
| Key Skills and Abilities | <ul style="list-style-type: none"> • Able to research publicly accessible information and present findings in an insightful and clear way • Business acumen with the ability to spot and opportunity and interpret research findings • Highly organised, with excellent attention to detail • Ability to prioritise tasks and work on multiple projects simultaneously. • Excellent administrative skills, has previously developed processes and has an eye for detail • Excellent IT skills and use of office packages, and CRMs • Excellent customer care skills | <ul style="list-style-type: none"> • Able to work with external agencies and suppliers including briefing and getting the best out of suppliers. • Able to solve problems. • Donor Profiling and network mapping experience. |
| Personal Attributes | <ul style="list-style-type: none"> • Logical, organised, and efficient, with good attention to detail, and the ability to forward plan. • Works collaboratively with colleagues. • Empathy and understanding of the love for animals. • A commitment to equal opportunities and anti-discriminatory practice. | <ul style="list-style-type: none"> • Pet owner. |
| Other | <ul style="list-style-type: none"> • Flexibility to work some pre-planned evenings and weekends, which will be recompensated with toil. • Availability of vehicle for work use and in possession of a current, clean driving licence. | |

Raystede Centre for Animal Welfare

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

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| Using display screen equipment | x |
| Working with children/vulnerable adults | <input type="checkbox"/> |
| Moving & handling operations | <input type="checkbox"/> |
| Vocational driving, driving light goods vehicles, people carrying vehicles or forklift trucks | <input type="checkbox"/> |
| Lone Working | x |
| Shift work | <input type="checkbox"/> |
| Night work | <input type="checkbox"/> |
| Climbing/Working at height | <input type="checkbox"/> |
| Working with hazardous substances, skin irritants, sensitisers, and/or with biological agents or chemical agents | <input type="checkbox"/> |
| Working with dangerous machinery | <input type="checkbox"/> |
| Exposure to noise and /or vibration | <input type="checkbox"/> |
| Handling animal food | <input type="checkbox"/> |
| Exposure to blood /body fluids | <input type="checkbox"/> |
| Providing animal care | <input type="checkbox"/> |