



Assistant Fundraiser

Salary: £19,412.64 per annum (pro rata for part-time employees)

Hours of Work: 22.5 hours per week – 3 days. Some flexible deployment of hours will be necessary to fulfill the role for which time off will be given in lieu.

Holiday Entitlement: 5 weeks per annum pro-rata

Reporting Relationship: To the Fundraising Manager

Responsible for Managing: Volunteers

Location: 37 Portland Road but with flexibility to work at other locations in Brighton and Hove

Job Title: Assistant Fundraiser

Job Objectives: To work with the fundraising team to generate support from businesses, develop the relationship with individual givers, existing and new major donors, and build a team of volunteers for fundraising activities.

Main duties

- To have responsibility for all aspects of fundraising associated with businesses, major donors and individual giving
- To co-ordinate and lead a programme of business contact approaches, networking and liaise with the CEO for key Major Donor contacts in order to secure funding for the work of Off The Fence
- To develop and implement a plan for recruiting volunteers throughout the year
- To utilise the Off The Fence website for fundraising purposes and campaigns relevant to raising key funds from individuals, businesses, and volunteer recruitment
- To assist the fundraising team with generating gifts in kind and financial giving
- To work with the fundraising team on the yearly fundraising strategy and fundraising business plan
- To attend both in-house training and other fundraising training courses
- Attend regular supervision and team/prayer meetings

Subject to review

This job description is not intended to be restrictive and should be taken as the current representation of the nature of the duties involved in your job and consequently will be subject to review.

Resisting poverty. Empowering people. Restoring hope.



Off The Fence Trust Limited
Charitable Company No: 5300691
Registered Charity No: 1108777



Person specification

Essential:

- Previous experience of 'networking' role or strong knowledge of businesses
- Confident at approaching potential donors, businesses and other organisations
- **Dynamic and determination to 'make things happen'**
- Willingness to be flexible and attend occasional weekend or evening events
- Good knowledge of Brighton & Hove
- Excellent verbal, written and presentation skills
- Ability to prioritise and work to deadlines
- Strong working knowledge of MS Office and MS Excel
- Sympathetic to the aims and core values of the Trust
- Driving licence & access to a car

Desirable:

- Experience in PR sector- desirable but not essential
- Training can be provided - no previous fundraising experience required

Confidentiality

You should be aware of the confidential nature of this job. Any matter of a confidential nature must not be divulged to any unauthorized person.

Signed Line Manager

Date

Signed Post Holder

Date

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