



JOB DESCRIPTION

Senior Fundraising Officer

VERSION 1.0

Responsible to: Chief Executive

Responsible for: no formal line management responsibilities

This role falls within the Fundraising Team which exists to secure income from Individuals, Trusts & Foundations, Corporate and Major Donors to support ORC (and Agrigology). Although each team member has a defined role, the team work together in a flexible and agile way to provide support where it is needed in order to ensure overall budget delivery.

Specific Individual Responsibilities:

Secure donations from Trusts & Foundations

- Develop detailed and accurate budgeted income plan from Trusts and Foundations for approval that delivers required income targets.
- Produce high quality written funding bid proposals and make verbal presentations as appropriate to secure funding.
- Implement and deliver income plan from Charitable Trusts and Foundations donors or supporters to raise income to meet agreed budget.
- Identify and lead funding bids to new Charitable Trusts and Foundations.
- Maintain existing (and develop new) relationships with Charitable Trusts and Foundations through an active stewardship programme ensuring that they are kept up to date with ORC (and Agrigology) strategic plans so that opportunities can be identified and capitalised upon.

Strategy development

- Develop sufficient knowledge and understanding of the Charity's work, values, and ethos so as to be able to support its communication, particularly to donor and general public audiences.

- Play an active role in the development of the Fundraising strategy as part of the organisation's business planning process.
- Assist in the development of annual fundraising budgets and operational plans.
- Contribute an understanding of relevant data protection issues and other fundraising regulation issues to ensure compliance with the General Data Protection Regulation (GDPR).

Support the work of the Fundraising Team

- Work in a flexible and agile way within the team to support others and ensure that the fundraising income as a whole meets budgeted targets.
- Work with the fundraising team to develop and implement an annual engagement programme (mail/electronic as appropriate) to maximize income from all existing sources on the donor database.
- Support others in the fundraising team to ensure delivery of an active stewardship programme across all donors.
- Represent ORC with prospective donors where the occasion demands.
- Actively drive new business, working closely within the fundraising team to identify and evaluate new prospects utilizing ORC's networks and the annual programme of events.
- Work with the fundraising and communications teams to ensure ORC's digital resources and in-person events and networks support fundraising efforts.
- Support others in the fundraising team in the development of potential new corporate/major donor fundraising opportunities as required.
- Keep up to date with best practices in fundraising and ensure compliance with legislation and charitable regulations.

Project Identification, Development and Monitoring

- Manage the production of monitoring reports on projects funded by donors, ensuring input from relevant members of the project delivery team.
- Work closely with colleagues to identify and define potential new ORC/Agriculture projects suitable for fundraising.
- Work in partnership across the team to develop these, ensuring they are packaged and presented in ways that will optimize funding opportunities, with specific responsibility for creating copy and content.
- Work with Senior Management Team and Research Team Leaders to maintain an information bank of projects available for fundraising including budgets, project outlines and timescales.

Administration

- Manage a dynamic workload and respond to competing priorities.
- Work closely with the Head of Finance & Resources and the Finance Officer to ensure all income raised is restricted appropriately and dealt with efficiently and effectively.
- Provide regular activity and income updates to the Senior Management Team and Trustees.
- Maintain accurate records both on paper and through the Donorfy database.

Generic Business Responsibilities

- Attend staff and other meetings as requested.
- Support/supervise voluntary, work experience and other administrative staff as required.
- Support the recruitment and induction of new staff as appropriate to your role.
- Provide meeting, event and other assistance to the CEO and other staff as required.
- Undertake training to be able to continue meeting the requirements of this role and develop your potential as a member of ORC staff.
- Any other duties that may be allocated by the CEO, including responsibilities not listed above that may be allocated in the Annual Business Plan and/or agreed as part of annual appraisals.
- To ensure that effective routes of communications are established and maintained throughout the fundraising and wider ORC teams.
- Ensure compliance to company Health & Safety, GDPR and any other regulatory or policy requirements

PERSON SPECIFICATION

Attribute	Essential	Desirable
Qualifications		
Educated to degree level or equivalent experience	X	
Relevant fundraising qualifications		X
Experience		
Previously worked in a senior fundraising role, with demonstrable experience of securing high value gifts	X	
Track record of building successful relationships with charitable trusts and foundations.	X	
Experience of writing compelling applications and fundraising approaches to charitable trusts and foundations and individuals	X	
Knowledge and understanding of using Donorfy or another CRM database		X
Familiarity with recent developments in fundraising and data protection regulation	X	
Skills		
Be comfortable making 'the ask'	X	
Good communication skills both written and oral, in a variety of styles	X	
Ability to modify behaviour and writing styles to adapt to the individual audiences we communicate with, both in written and face to face communications	X	
Confidence to connect the supporter to the cause and encourage them to donate	X	
Able to understand and communicate information about our work in a compelling, honest, and transparent way	X	
Excellent organisational, project management and database skills	X	
Personal qualities		
Self-motivated	X	
Creative and lateral thinker able to develop new opportunities	X	
Independent and able to work alone and as part of a team	X	
Able to effectively plan and prioritise a complex and varied workload, work under pressure and to deadlines whilst maintaining positive relationships	X	
Enthusiastic and flexible	X	
Interest in organic food and farming, food systems, agroecology, and the environment (training available)		X
Able to contribute to the wider activities undertaken by ORC		X
Additional requirements		
Clean full driving licence.	X	
Willingness and ability to travel where and when needed in the UK	X	
Willingness to work additional hours at peak times	X	