

## **JOB DESCRIPTION**

**Job Title:** Fundraising Officer  
**Location:** Home based  
**Reports to:** Chief Executive Officer  
**Hours of work:** Full time

### **Job Purpose:**

To coordinate all fundraising activities in line with the Charity's overall strategy and sustainability plans. Working closely with the CEO, the Fundraiser will identify sources of income and build good working relationships with funders to achieve funding targets.

### **Working relationships:**

The Fundraising Officer will report to and work closely with the CEO, other office staff and the Trustees of All Aboard Youth Rowing. They will also interact, communicate effectively and maintain good contact with Funders and other partners of the charity.

### **Main duties and responsibilities:**

- 1) Contribute and assist with the development of a fundraising strategy for the Charity.
- 2) Achieve the agreed funding target of newly sourced funding within the specified and agreed timeframe.
- 3) Identify potential sources of funding and maximise opportunities to secure funding and grow and develop income.
- 4) Develop relationships with funders aiming to achieve and maintain long-term partnerships.
- 5) Maintain a database of funding sources, funders, and funding partners.
- 6) Apply for funding by letters of interest or application forms dependent on the funding organisation's requirements.
- 7) Ensure the information to secure funding is provided and given in a timely manner; provide follow up information as required.
- 8) Keep accurate and up to date records of all funding applications, chase applications where necessary and, once funding is achieved, ensure that all follow up paperwork and evaluation is completed.
- 9) Act in accordance with the constitution of the organisation, its strategic priorities and all current policies and procedures of the charity, including adherence to GDPR legislation and Data Protection.
- 10) Monitor and gather information of the impact grants have on the community in which All Aboard operate.

### **Person Specification (Skills, Knowledge, Experience, Ability)**

- 1) Previous experience of fundraising – Essential

- 2) Demonstrate a strong track record of securing funding from national funders, preferably for the youth or sport sector – Essential.
- 3) Knowledge and experience in the monitoring and demonstrating impact for community projects – Essential.
- 4) Proven track record of achieving fundraising targets – Essential.
- 5) Membership of the Chartered Institute of Fundraising – Desirable
- 6) Adaptable and comfortable working both on their own initiative and as a strong team player – Essential
- 7) Excellent IT skills including MS Excel – Essential
- 8) Excellent written and verbal communication skills - Essential
- 9) Ability to build strong working relationships with funding organisations, partners, and colleagues – Essential.
- 10) Strong organisational and time management skills with the ability to work to deadlines, report outcomes and seek further opportunities for funding – Essential.

Name:

Signature:

Date:

Line Manager name:

Line Manager signature:

Date: