

Cornwall Heritage Trust Fundraising Officer

Job Title	Fundraising Officer
Accountable to	Chief Operating Officer
Work base	Krowji, Redruth plus external sites as needed
Hours of work	14hrs per week, may include weekends and evenings and so the applicant will need to be flexible
Salary	c. £11.37phr dependent on experience. This role offered on an initial fixed term contract of 18 months

Background

Cornwall Heritage Trust works to “preserve and strengthen Cornwall's unique heritage” through management of historically important sites, grant schemes, education projects and heritage promotion activities such as events.

The Trust is a charity and has a small membership from which it receives an income each year. A recent fundraising campaign was targeted at charities, trusts and foundations and proved very successful. However, its success relied on external consultants, whereas this new internal role is planned to enable CHT to expand its day to day fundraising activities and represents an exciting opportunity to help shape the Fundraising Strategy.

Role Purpose

The Fundraising Officer will contribute to the Trust's income generation by making applications for funds from grant-giving charities, trusts, corporates and foundations and work on growing the membership of CHT locally, nationally and globally. They will join the Trust's small team of staff and trustees and will need to be able to work flexibly to gain the best possible outcomes for the role.

Specific Responsibilities

Fundraising Strategy

- Assist with the development and implementation of the Trust's Fundraising Strategy

Research, prepare and submit funding applications

- Liaise with the COO and relevant trustees and staff to research and prepare bids and applications to grant-giving bodies, such as trusts and foundations, in line with the Fundraising Strategy and Strategic Plan
- Assist with the creation of a case for support for projects
- Manage the application process, ensuring reporting and record keeping is up to date and compliant and that the CRM database is updated
- Identify opportunities for funding and projects

Build and maintain relationships with funders

- Develop and maintain relationships with funders
- Ensure all commitments to grant funders are fulfilled within agreed timescales

- Prepare and send progress reports to funders as required and by the agreed deadlines
- Undertake the administration surrounding all donations, including the acknowledgement and recording of donations and the sending of thank you letters
- Identify events and activities at which CHT should have a presence to raise awareness of its work and help to plan these events
- Assist with the design and delivery of targeted campaigns and mailings and record the response rate

Reporting

- Prepare and deliver progress reports to trustees at regular Board and committee meetings
- Achieve financial and non-financial targets within agreed timescales
- Utilise the CRM database and other recording methods to keep track of progress and donations

Membership

- Support the administration of the membership function and assist with improving the processes for renewals and attracting new members
- Assist with the production of a plan to expand the membership scheme, including corporate membership
- Ensure Gift Aid and data protection requirements are met and the Trust is compliant
- Assist with the delivery of member and sponsor benefits and the development of new packages

General Administration and Database

- Liaise with colleagues to ensure financial records are accurately maintained
- Manage and develop the Trust's CRM database
- Ensure data entry is up to date and completed to a high standard
- Ensure adherence to the Trust's fundraising policies
- Ensure that the Trust meets current regulations with regard to fundraising and data protection
- Prepare reports and papers for meetings and take minutes where required
- Undertake a range of administrative tasks as required

Person Specification – Fundraising Officer

Attributes	Essential	Desirable
Education & Qualifications	5 GCSES (or equivalent) including English and Maths	A further or higher education qualification
Experience	<p>Previous experience of working in the fundraising sector with a proven track record of successful approaches to funders</p> <p>Experience of Trust and Foundation fundraising</p> <p>Able to demonstrate management and achievement of challenging targets and meeting of deadlines</p> <p>Experience of working with volunteers</p>	<p>Experience of working in the heritage sector</p> <p>Previous experience of writing applications for the heritage sector</p> <p>Knowledge of the heritage sector in Cornwall</p>
Skills	<p>High standards of written and verbal communication, including presentation skills</p> <p>Strong numeracy skills</p> <p>The ability to write inspiring and persuasive cases for support with a keen eye for detail</p> <p>Excellent research and analysis skills</p> <p>Exemplary project management and organisational skills</p> <p>Excellent working knowledge of Microsoft Office, internet applications and social media platforms and able to learn new software quickly</p> <p>Able to set up and manage administrative systems and processes (both electronic and paper) and follow those already in place</p> <p>Able to work independently and manage their own work streams and priorities</p> <p>Working knowledge of data protection regulations</p> <p>Previous experience of managing tax efficient giving schemes and ensuring regulatory compliance</p>	<p>Management of CRM databases, particularly ETapestry</p> <p>Knowledge of the charitable and heritage sectors</p> <p>Knowledge of Mac operating system</p> <p>Knowledge of mailshot systems such as Mailchimp</p> <p>Knowledge of social media and Hootsuite</p>

Personal Attributes	Friendly, outgoing and approachable manner Outstanding team working skills Able to work flexibly and adapt to changes quickly	
Other requirements	Clean driving licence Access to own transport Flexibility – The role will involve some weekend and evening working to attend events	Own car