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| **Job Title:** | | Fundraising Officer | **Job Category:** | | Operations |
| **Department:** | | Support and Fundraising | **Reporting to:**  **Accountable to:** | | Fundraising Manager  Income Generation Committee |
| **Location:** | | Hounds for Heroes HQ  Ramsdean, Petersfield | **Travel Required:** | | Occasional, currently UK and Northern Ireland only |
| **Salary Range:** | | £27,000 - £29,000 p.a | **Position Type:** | | Full time |
| **Vehicle supplied:** | | Own transport to place of work required. Charity vehicles are available to use for during the working day. | **Hours of work:** | | Full time 37 hours a week Monday to Friday, with flexibility needed to work some evenings and weekends as required |
| **HR Contact:** | | Sarah Harold | **Date posted:** | |  |
| **Applications Accepted By:** | | | | | |
| **E-MAIL**  Glengrant@houndsforheroes.com | | | **Mail:**  FAO: Glen Grant  Hounds for Heroes  Unit 2B  Rookery Farm Buildings  Ramsdean  Petersfield  Hampshire  GU32 1RU | | |
| **Job Description** | | | | | |
| **Role:**  Hounds for Heroes provides specially trained assistance dogs to injured and disabled personnel of both the UK Armed Forces and Emergency Services. Through this provision we aim to provide help and practical support leading to an enhanced quality of life.  The principle of this role is to develop, support and champion Individual, Corporate and Community Fundraising activity.  The main purpose of this role is to collaborate with the Fundraising Manager in order to drive all fundraising activity in support of the Charity.  The secondary purpose of the role is to plan, manage and execute a programme of fundraising initiatives across the area to encourage corporates and community to help generate income through well considered, thoughtfully planned and effectively delivered programmes of fundraising activities.  The incumbent will have direct ownership of specific areas to allow for independence and the ability to grow skills. Experience in Legacy/will-writing campaigns or programmes would be an advantage  **Relationships:**  The post holder is expected to foster excellent working relationships with potential, existing and lapsed corporate partners, external partners, community groups and individual supporters, and the wider Fundraising team.  **Main Responsibilities:**  • Identify prospective new corporate partners in specific sectors through research, networking, and an understanding of the marketplace with the goal of maximising sustainable opportunities for income generation to agreed budgets.  • Develop and nurture portfolio of corporate accounts, liaising with directors, CSR managers and executives to cultivate effective and sustainable partnerships with companies that are truly committed to helping Hounds for Heroes achieve its aims.  • Actively track in-year and long-term income potential, highlighting income at risk or lost, and develop plans to minimise the impact  • Act as a brand ambassador for the Charity establishing multi-level relationships which educate and inform key contacts and Charity ambassadors and encourage the growth of a dedicated supporter base.  • Maintain thorough records and plans in support of all activities  • Maintain a thorough and up-to-date understanding of Hounds For Heroes’ operational priorities, articulating our vision and creating winning cases for support  • Promote networking events in order to raise the profile of the Charity and its activities nationally but with a particular focus in southern England  • Bring fresh ideas into the future growth and work of Hounds for Heroes whilst actively contributing to a culture of innovation, resourcefulness and best practice  • Develop, implement and run a will writing/legacy campaign on behalf of the Charity, liaising with stakeholders, partners etc.  • Attend events where Charity presence is required – both in and outside of office hours.  **Key Behaviours: E = Essential D = Desirable**  • Self-driven, results-oriented with a positive outlook and a clear focus on supporters with the ability to influence both internal and external audiences. (E)  • Evidence of working in Corporate and Community Fundraising with a proven track record of over achievement with at least 2 years' experience. (E)  • Evidence of working to, monitoring and achievement of income targets. (E)  • Evidence of identifying and delivering new opportunities to maximise value. (E)  • Evidence of creative business development - Across multiple sites. (D)  • Evidence in the development of bespoke stewardship plans. (E)  **Key Skills and Abilities:**  • Confident communicator an ability to prepare and deliver compelling presentations to  positively engage and influence a wide range of audiences. (E)  • Self-motivated and solution focused with excellent interpersonal skills including  exemplary telephone and face to face manner. (E)  • Resourceful and collaborative able to work independently and as part of team. (E)  • Good written skills with the ability to communicate with a variety of audiences. (E)  • Strong administrative skills and competent use of Microsoft office applications. (E)  • Excellent time and resource management skills. (E)  • A connection to the armed forces. (D)  • Able to demonstrate a whole-hearted commitment to the vision and values of Hounds for Heroes. (E)  **Other qualities:**  • A full UK driving license and access to a car. (E)  • Flexibility outside of working hours and a willingness to travel and work evenings and weekends as required. (E)  • Knowledge and experience in the effective use of a supporter CRM database. (D)  This job description is not exhaustive and will be reviewed in consultation with the post holder from time to time and amended in the light of the changing needs of the Charity. Hounds for Heroes operates a system of regular performance reviews, which includes an Annual Appraisal where the job description, progress against objectives and overall performance in post are discussed. | | | | | |
| Reviewed By: | Debbie Pick | | | Date: | 01.05.2024 |
| Reviewed By: | Glen Grant | | | Date: | 01.05.2024 |
| Reviewed By: |  | | |  |  |
| Approved By: | DP/GG | | |  |  |
| Last Updated By: | Debbie Pick and Glen Grant | | | Date/Time: | 01.05.2024/09.00 |