

People & Planet Fund-raising Officer Job Description

Job Title	Fund-raising Officer
Job Purpose:	To manage and develop People & Planet's portfolio of trusts and foundations and to support other fund-raising projects including individuals supporter base and corporates.
Reporting to	Head of Resources & Services

Background

People & Planet exists to help create a just and sustainable world. We do this by encouraging students to take action in campaigns on issues of poverty, human rights and the environment. We aim to achieve our goal by

- supporting and inspiring students to develop the knowledge, skills, confidence and conviction that they can make a difference
- bringing about long-lasting change in policies and practices by campaigning and collective action.

People & Planet runs the largest student network in the UK focusing on issues of global significance – international poverty, human rights and the environment. Our analysis recognises the way in which these issues are inter-connected and emphasises the need for addressing their root causes. We work with students at universities, sixth form colleges and schools across the country and collaborate with a large number of like-minded organisations such as Oxfam, Greenpeace, Friends of the Earth and Christian Aid.

People & Planet staff work in two thematic teams – one focussed on direct delivery of the work and the other focussed on providing the financial and systems infrastructure to support that work. Each team leader, together with the Director, is a member of the Management Team that is collectively responsible for leading and managing the organisation.

This Fund-raising Officer is one of two fund-raising posts in the programme support team. This post will focus on identifying appropriate potential private trusts and businesses, soliciting invitations to apply, co-ordinating proposal writing (either writing proposals or supporting others to do so) and working with other staff members to ensure high standards of relationship and contract management. In addition, the post will have lead responsibility for supporting our individual supporter base and may be required to take on other aspects of fund-raising .

Main Responsibilities

Strategy

- Working with the Programme Support Manager, other fund-raising staff and the wider staff team to implement, develop and monitor People & Planet's fund-raising strategy; taking a lead on setting annual targets and strategy for trusts and foundations, business sponsorship and any other areas of specific responsibility.

Trusts and Foundations

- Researching new trusts and foundations, identifying potentially suitable candidates for applications and delegating responsibility for developing new relationships as appropriate amongst the staff team.
- Write proposals, reports and other documentation/fund-raising tools (e.g. our Annual Review) as necessary.
- Co-ordinate this work to ensure it is produced to a high standard and on time. This includes providing support to other staff with fund-raising responsibilities.
- Taking a lead on relationship management with regard to trusts and foundations, namely:
 - Establishing appropriate systems and procedures for all staff to ensure compliance with contractual and other requirements;
 - Where relationships are managed by other staff, working with them to ensure that procedures are followed and that relationships with trusts are developed to the fullest extent;

Individual Supporters

- Take a lead on developing and maintaining People & Planet's committed giving scheme, our *Fund-raising and Activist Network (FAN Club)*. There are about 750 people currently giving through standing orders and direct debits.
- Make our supporters feel valued and appreciated by writing lively informative and interesting content for newsletters/mailings/website, and by providing efficient administration of payments and enquiries.
- Work cross-teams to make the most of opportunities for recruitment, e.g. at our events and in our materials.

Business sponsorship

- As opportunities arise, help research and secure sponsorship/affiliate deals with businesses that match our ethical guidelines.

Team work: helping with other projects of the team and organisation

This includes various administration duties that enable the organisation to function efficiently. Some duties will be assigned to you while for others you will take a place on a rota.

Person Specification

All criteria are essential unless shown prefixed “*Desirable*”.

Experience

- At least two years’ experience researching and producing written materials of a demonstrably high quality in a professional capacity.

Desirable: Researching and writing proposals and reports to donors.

- Experience of developing relationships with external partners.

Desirable: Researching and developing relationships with donors.

- Experience of supporting and mentoring others to produce good quality written materials.

Desirable: Experience of training staff in proposal and/or report writing.

- Experience of developing systems and procedures.

- *Desirable:* Experience of developing strategies.

Skills

- Excellent written communications skills. Ability to explain complex projects in a clear, concise and attractive way.
- Proven ability to provide peer-to-peer support and mentoring.
- Excellent research and analytical skills.
- Highly developed work organisation skills, including prioritisation and working to deadlines.
- Good verbal communications skills. Proven ability to convey complex ideas to a novice audience.

Desirable: Negotiation skills

Knowledge

- Understanding of the voluntary, campaigning and youth sectors.
- *Desirable:* Knowledge of the trusts and foundations sector, including trends within trusts fundraising.
- *Desirable:* Knowledge of the corporate sponsorship sector.

Personal Attributes

- Sympathetic to the aims of People & Planet.
- Reliable, self-motivated and flexible; able to respond to new opportunities,
- Ability to work in a team and form productive, supportive & professional relationships with all colleagues and volunteers

Terms & Conditions

Salary	£21,474 pa, Project Officers’ salary level.
Contract Length	Ongoing
Based in	Oxford, UK
Starting date	ASAP
Hours of work:	5 days a week, totalling 35 hours. You will be expected to stay away for up to 2 weekends a year, plus occasional nights and evening work for which time off in lieu will be given.
Holidays:	25 days per annum plus bank/public holidays
Probation period:	2 months
Time-line	Applications must be received by 19 May Interviews will be w/c 26 May