



Job Description and Person Specification

Job Title:	Fundraising Officer
Salary:	£19,446 pro rata (£9,723 actual)
Hours:	17.5 hours per week
Reporting to:	Fundraising Manager

Job Description

Summary of Main Duties and Responsibilities

To work with the Fundraising Manager to increase the charity's sustainability (unrestricted income) and support an integrated approach to communications.

Main Duties

- To manage the supporter journey within community fundraising (sponsored events, one off events) from initial contact through to final thank you/donation certificate.
- To maintain the donor database by recording the supporter journey, as informed by online donor reports (Just Giving, Virgin Money Giving, BT mydonate) and email enquiries.
- To maintain the fundraising mailing list in accordance with GDPR.
- To assist with the coding of all donations for the monthly finance report.
- To ensure fundraising materials are maintained (printed packs, collection tins, running vests).
- To offer fundraising news to the Marketing and Communications Officer (social media posts/blogs/case studies)
- To provide stories and photos for the charity communications (internal news, annual newsletter, annual report).
- To send out communications where needed (member welcome packs, event invites, annual surveys).
- To represent the charity when attending events (information stalls/speaker).
- To research and help develop/plan new areas of fundraising (regular donors, legacy, major donors).
- To support volunteers where needed.
- To help cross-market Good Mood Food, Training & charity partnerships where possible.
- To actively contribute, when requested, to our partnership working with other Greater Manchester-based Local Mind Associations (Greater Manchester Mind).

General Responsibilities

- To maintain a professional and confidential approach to work at all times.
- To actively participate in regular supervision sessions and team meetings as requested.
- To be willing to attend appropriate training courses as agreed with the Training and Business Development Coordinators.
- To contribute to the effective and efficient running of Manchester Mind by awareness and compliance of policies and procedures, including Health and Safety.
- To ensure data is managed in compliance with General Data Protection Regulations.
- To create positive relationships and to treat all staff, volunteers and members of the public with dignity and respect, adhering to Manchester Mind's core aims and values and to equal opportunities and diversity statements and policies.
- To work outside of normal office hours if required to do so to meet the needs of the service.
- To carry out other duties as requested by the Fundraising Manager or other senior members of staff.
- To have an appreciation of, and a commitment to, working within the framework of Manchester Mind policies and procedures.

This job description may be subject to joint review from time to time between the post-holder and Manchester Mind, and as such is liable to amendment.

Person Specification

All essential unless stated otherwise.

Knowledge and Experience

- 2 years' experience of fundraising within the charity sector.
- Experience of working collaboratively in a way where skills and knowledge are shared.
- Experience of using IT including MS Word, Excel, databases, social media.
- Knowledge and/or experience of the impact poor mental health.
- Experience of public speaking at major events. (Desirable)
- Experience of working with volunteers. (Desirable)
- Experience of managing social media accounts. (Desirable)

Skills and Personal Qualities

- Ability to create kind relationships, which enable people to feel able to contribute.
- Ability to develop strong relationships with people through clear and meaningful communication.
- Ability to work with people in a way that makes them feel valued and is appreciative of their contributions and skills.
- Ability to contribute to funding applications. (Desirable)
- Ability to work to deadlines and manage time effectively.