

## **CATHOLIC CHILDREN'S SOCIETY**

<b>POST:</b>	Fundraising Officer
<b>RESPONSIBLE TO:</b>	Head of Partnerships & Communications
<b>LOCATION:</b>	73 St Charles Square, London. W10 6EJ
<b>HOURS:</b>	35 hours per week
<b>SALARY:</b>	£25,000 - £28,000 (dependent on experience)

### **ORGANISATIONAL INFORMATION**

The Catholic Children's Society (CCS) is a leading provider of mental health services to schools across London and the South East. We also provide family support, Early Years Education and emergency grants for children living in poverty. We work with families of all faiths and none; our sole aim is to help those in greatest need so they can overcome the disadvantages they face and have hope of a brighter future.

### **PURPOSE OF THE JOB**

This is an exciting opportunity for an enthusiastic and motivated individual to join a dynamic team and gain valuable experience in all areas of fundraising. As Fundraising Officer your role will primarily focus on generating income from individual supporters. You will develop strong relationships by writing creative and engaging fundraising materials and managing our donor stewardship programme.

Working as part of a small team you will have the opportunity to gain experience in many other aspects of fundraising including direct marketing, advertising, events, grants and school/community fundraising. This varied role would therefore be ideal for someone who is new to the charity sector and keen to use their excellent writing and communication skills to make a difference to the lives of disadvantaged children.

### **DUTIES AND RESPONSIBILITIES**

1. To develop an in-depth knowledge of CCS strategic objectives, projects and activities in order to write compelling fundraising communications.
2. To write four fundraising appeals p.a. to existing supporters and increase income generated from these appeals.
3. To work with the Head of Partnerships & Communications to develop our donor stewardship programme for new and existing supporters.
4. To develop positive long-term relationships with donors and increase donor retention through writing thank you letters, emails and other appropriate communications.

5. To ensure accurate and accessible record keeping of all activity and relationships.
6. To use the donor database to generate reports and analyse data.
7. To identify any donor acquisition opportunities through advertising, digital fundraising, community fundraising or events.
8. To write press releases and marketing materials to promote CCS Services.
9. To work with the Head of Partnerships & Communications to produce engaging learning and fundraising resources for schools.
10. To work with external suppliers such as advertising agencies, printing and fulfilment companies.
11. When necessary, to deliver presentations to schools and other organisations about the work of CCS.
12. To support the work of the fundraising team and undertake such other duties as can reasonably be expected, including helping with administrative tasks.

## PERSON SPECIFICATION

Educated to degree level.	Essential
Strong writing skills and the ability to produce compelling and persuasive communications.	Essential
Ability to work with colleagues to produce creative and imaginative fundraising resources for young people.	Essential
Outstanding organisational and administrative skills and the ability to multi-task and work to competing deadlines.	Essential
Good attention to detail.	Essential
Excellent interpersonal skills and the ability to develop strong working relationships with colleagues and supporters.	Essential
Ability to work both independently and as part of a team.	Essential
Enthusiasm and the desire to learn new skills and support all areas of fundraising within the department.	Essential
Good IT skills and proficiency in using Microsoft Word, Outlook and Excel.	Essential
Experience of raising funds for charitable causes.	Desirable
Experience of using databases.	Desirable