



## Job Description

### **Fundraising Officer (Grants and Legacies)**

**Location:** Sir Oswald Stoll Mansions, 446 Fulham Road, London SW6 1DT

**Responsible to:** Grants and Legacy Manager

#### **Role purpose:**

To support the income generation from Grants and Legacies, including Trusts, Foundations, and statutory funding.

#### **Responsibilities**

- Working closely with the Grants & Legacy Manager to develop and build on the current portfolio of trusts and statutory funding by researching new income sources
- Supporting the Grants & Legacy Manager with applications for funding to Trusts and Statutory funders
- Providing timely reports to funders and keeping accurate records on the fundraising database
- Provide support to the Grants & Legacies Manager with mail outs and funder visits
- Develop and implement a legacy giving campaign for Stoll
- Provide support to the Head of Fundraising on Major Donor prospect research and information

#### **Supporting the fundraising team**

- Work with the Head of Fundraising on agreed fundraising targets
- Support Team colleagues to put on high quality fundraising events by providing strong administrative support and acting as first point of contact for event participants and attendees where appropriate
- Provide admin support where necessary and agreed by the Head of Fundraising

#### **Working in a team and with others**

- Contribute positively to working in a team and across Stoll to deliver quality fundraising practices.
- Maximise own personal development by positively contributing to induction, supervision, training, appraisal and team meetings.
- Contribute to the smooth running of events by working with the whole Fundraising team

- Act in a professional manner whilst on duty and when representing Stoll.

### **Financial Control**

- Work within established budgets and maintain accurate financial records.
- Adhere to Stoll's financial policies and procedures.
- Responsible for keeping the income spreadsheet up to date on a weekly basis
- Responsible for tracking online donations, and recording and thanking donors

### **IT, record keeping, data management**

- Ensure that the fundraising database, donor files and other written documents are accurate, kept up to date and regularly reviewed.
- Maintain confidentiality of records and information relating to donors, beneficiaries and staff in accordance with Stoll's Confidentiality Policy and Data Protection Policy.

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### **Quality and regulatory compliance**

- Understand and work within the frameworks of the Institute of Fundraising and the Fundraising Standards Board and legislation relating to this area of work.
- Understand and work within the legal framework in which Stoll provides housing and support to beneficiaries.

### **Health and Safety**

- Work in accordance with Stoll's Health and Safety policy and legislative requirements for health and safety and report any accidents or potential accidents and near misses.

### **Equality and diversity**

- Manage and maintain working practices in accordance with the principles and practice of equality and diversity, taking account individual needs and requirements

## Person Specification

### Fundraising Officer

- Evidence of working in a fundraising team for at least 2 years
- Experience of raising funds through trusts and foundations
- Experience/Ability to work independently as well as in a diverse team
- Experience/Ability to be flexible and juggle different tasks coupled with highly developed planning skills
- An understanding of the importance of legacy marketing but with a desire to learn

#### Skills and Knowledge

- High level organisational skills to handle varying administrative tasks effectively
- Highly IT literate, with previous knowledge of donor databases and project management systems
- Knowledge of independently developing administrative systems and highly developed skills in this area
- An understanding of, and commitment to, the aims and ethos of Stoll
- Demonstrable ability to prioritise and manage own workload to deadline and achieve objectives set
- Demonstrable high attention to detail
- Demonstrable excellent interpersonal and communication skills
- A relevant Level 3 qualification e.g. NVQ3 in Administration, or one or more relevant GNVQs or A-levels, or equivalent post-16 qualification(s)

#### Core Competencies

##### Customer focus

- A passion to support vulnerable Veterans
- Understands the challenges faced by ex-Service men and women
- Provides excellent service delivery to both internal and external customers, responding promptly and effectively at all times

##### Communication

- Communicates information clearly and concisely, both orally and in writing, with a wide range of audiences both formal and informal
- Informs colleagues of successes, challenges and developments

##### Team working

- Works well with Colleagues, Trustees, Residents and external stakeholders
- Applies the spirit of “mucking in”, helping colleagues when needed

### **Support of Equality and Diversity**

- Treats all people with respect
- Upholds Stoll's equality and diversity standards and promotes individuality, equality and community at all times

### **Delivers a High Quality of Work**

- Produces accurate, thorough, and professional work
- Plans and manages own work load, working flexibly to meet changing work priorities and demands
- Maintains excellent timekeeping standards, managing appointments and meetings effectively and planning well in advance
- Delivers tasks set through planning and supervision
- Takes responsibility for own work, including errors
- Utilises Stoll IT systems to manage emails, calendars and data effectively

### **Commitment to Health & Safety**

- Understands how to work safely
- Understands how to respond to a safeguarding incident and reacts accordingly
- Manages their own health and wellbeing, recognising when to ask for extra support
- Manages costs and resources effectively

I have read this job description and person specification; I have discussed it with my line manager and understand the requirements of the role.

Name:

Signature:

Date: