

## Fundraising Officer

**Hours:** 37 hours per week

**Salary:** £27,000

**Location:** Hybrid with various bases across Sussex - with occasional travel

**Closing Date:** 16<sup>th</sup> September 2024 – 9am\*

*We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible. Please note that we are unable to accept sponsorship applications and you will need the Right to Work in the UK.*

Are you passionate about making a difference? Do you thrive in a fast-paced, creative environment? If so, we want you on our team!

### **Who We Are:**

We are a dedicated and innovative team committed to supporting our community through effective fundraising and marketing strategies. To help us achieve our goals, we are seeking a proactive and enthusiastic Fundraising Officer who is eager to play a pivotal role in our fundraising efforts.

### **Key Responsibilities:**

As the Fundraising Officer, you will work closely with the Fundraising Manager to coordinate and deliver a variety of fundraising activities, manage campaigns, and nurture relationships with our valued donors. You will also play a critical role in researching and drafting grant applications, developing individual giving programmes, and managing our supporter database.

### **Your key responsibilities will include:**

- **Contributing to Fundraising Success:** Actively support the Fundraising and Marketing team in achieving financial targets and strategic objectives.
- **Grant and Trust Applications:** Identify and draft high-quality grant and trust applications to secure both restricted and unrestricted funds for our services and new initiatives.
- **Administrative Support:** Provide comprehensive administrative support to both the Fundraising and Marketing teams, ensuring smooth operations.
- **Donor Engagement:** Manage donor communications, including thank you letters and retention initiatives, to maintain strong relationships with our supporters.
- **Social Media Content:** Assist in planning, creating, and curating content for our social media channels to increase awareness of our work.
- **Event Coordination:** Support the preparation and execution of fundraising events, building relationships with donors and stakeholders.
- **Database Management:** Accurately record and manage information on our supporter database, overseeing donations from various platforms.

### **Why Join Us:**

- **Meaningful Impact:** Contribute to important causes that positively affect our community.
- **Supportive Team:** Work within a collaborative environment that values your ideas and input.

- **Professional Growth:** We are committed to supporting your career development and offer opportunities for learning and advancement.
- **Flexible Working:** Enjoy the benefits of a hybrid role with various working locations across Sussex.

If you feel you have the passion for the role but may not have all the skills we'd love to talk to you, so please do get in contact.

If you need help with submitting an application, please do email [recruitment@ageukwestsussex.org.uk](mailto:recruitment@ageukwestsussex.org.uk) and we will contact you to help.

### **Benefits**

At AUKWSBH we value our people and as such our staff benefits include:

- Flexible Working Option
- Ongoing professional training and development
- 28 days annual leave plus bank holidays (pro-rata for part time staff)
- Eligible for Blue Light discount scheme
- BUPA Employee Assistance Programme (EAP)
- 4% auto enrolment pension with Life Assurance
- Cycle to Work Scheme

### **About AUKWSBH**

We are known for our excellent work with older people in the UK. We are an ageing population, and many older people have no one else but us. We are passionate about inspiring and enabling people over 50 to Love Later Life.

We provide various services and activities within the community, helping people, their families and carers by providing opportunities for people to stay independent, have fun, socialise and build friendships. We also deliver some services for people over 18. We offer rewarding roles, flexibility and the chance to be part of an amazing team.

### **Equality, Diversity and Inclusion**

We want everyone we work with, as a colleague, volunteer, supporter, or someone we support, to feel included and that they belong at Age UK West Sussex, Brighton and Hove.

We are committed to building a diverse organisation that represents the communities we serve and ensuring inclusion in everything we do. During your recruitment process we want to make sure that you bring your whole self and be at your best. so please contact us should you require any adjustments to allow you to apply/undertake your role.

To apply please visit our website and download an application form <https://www.ageuk.org.uk/westsussexbrightonhove/get-involved/work-for-us/> or email your CV to [recruitment@ageukwestsussex.org.uk](mailto:recruitment@ageukwestsussex.org.uk)

Should you be successful, you will be subject to a variety of checks, including DBS and references.