

JOB DESCRIPTION

JOB TITLE:	Senior Fundraising Officer
DURATION:	Permanent, full time role
SALARY:	£27,320 - £31,670 per annum
HOURS:	Monday to Friday 8.30am to 5.00pm. You will be required to stay later to occasionally oversee events
HOLIDAYS:	25 days plus bank holidays
REPORTING TO:	Head of Donor Engagement
LOCATION:	305 Garratt Lane, Earlsfield, SW18 4EQ or any other location as required
START DATE:	December 2018

Purpose

- To play a key role in the development and implementation of BeyondAutism's fundraising activities in order to secure funding for programme work and organisational core costs.
 - To identify, cultivate and develop income streams for the charity including but not exclusive to: Trusts, Corporates, Individual Giving and Community.
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About Us

BeyondAutism is a charity dedicated to empowering people with autism to lead fuller lives through positive educational experiences, training for the people who work with them and support for their families and carers. We run Independent Special Schools for children aged 4-19, a Post-19 service, Outreach and Training and the beginnings of an Early Years' service.

Our Fundraising Needs

This role is new and represents an exciting opportunity for a committed fundraiser to play an integral role in the continued growth of an award-winning charity.

Following a successful capital fundraising campaign to build and establish a new BeyondAutism School, we have now established the foundations of a fundraising strategy that we believe meet the additional needs and growth strategy of the charity not covered by school fees. We are seeking a visionary and committed fundraising professional who will report to and work with the Head of Donor Engagement. You will be excited by the idea of developing existing, and creating new, cases for support to enrich the education services we offer.

This is an exciting role within an inspirational charity. You will be an essential member of the fundraising team, working collaboratively with colleagues to identify and approach potential funders. We have enjoyed fundraising success from some corporates, trusts, major donors and community organisations, and you will use your experience to develop these and other income streams, and work on funding pipelines.

Main Duties and Responsibilities

To be an ambassador for BeyondAutism including:

- Demonstrating commitment to the Organisation's mission statement.
- Demonstrating through both actions and words a positive approach to colleagues, our young people and stakeholders alike.
- Establishing and maintaining effective working relationships both inside and outside the Organisation, and to represent BeyondAutism externally, so that BeyondAutism is always perceived as a professional, efficient and ethical Organisation.

To support in the development and achievement of the Organisation's strategic objectives by:

Fundraising:

- Help with the development and rolling out of the fundraising strategy, paying particular attention to overseeing the further development of existing and new income streams.
- To assist in the research and pipelining of suitable funding opportunities to meet the service development strategies and core costs.
- Deputising for the Head of Donor Engagement when necessary and appropriate.

Specific Tasks

Trusts and Grant-Making Bodies

- Build on relationships with existing trust supporters, writing reports to meet deadlines and submitting further applications for funding.
- Manage and lead the identification of, and approaches to trusts and foundations that have not previously supported the work of BeyondAutism, building on an annual calendar of key prospects.
- Develop core generic trust proposals for each programme that requires funding.
- Write tailored applications, addressing grant-making priorities or requirements as specified by individual trusts and foundations.
- Develop and maintain reporting and application systems and coordinate information with services

Corporate

- Manage current corporate partnerships, suggesting a number of ways to build on these relationships, maximising engagement with employees at all levels.
- Identify and approach corporate prospects, securing financial contributions and the support of employees.
- Manage the relationship with payroll giving agencies and other organisations in order to increase the number of regular givers who support the work of BeyondAutism.
- Promote and market BeyondAutism events and sponsored challenges to corporate employees

General Fundraising

- Support the Head of Donor Engagement in the development of BeyondAutism's fundraising strategy and action plans.
- Contribute new ideas for fundraising and identify suitable funding initiatives, calls for proposals and BeyondAutism proforma's.
- Objectively review the success and achievements against agreed targets, identifying strengths, weaknesses and areas for development.
- Maintain organised hard and soft files of fundraising information.
- Manage the BeyondAutism database, ThankQ and ensuring that records are up to date and that all new contacts and correspondence have been entered.
- Represent the work of BeyondAutism at events to members of the public and supporters, where necessary delivering presentation

Communications

- Contribute to the production of written copy, liaising with printers and designers, distribution to country offices and donors.
- Ensure the website fundraising and communications information is up to date.
- Collate case studies, photographs and information from the field.

To fulfil the requirements of financial and management reporting by:

- Ensuring that strict financial controls across the Fundraising and Communications department are maintained. This includes the achievement of revenue budget, adhering to expenditure authorisation procedures and maintaining strong, effective and timely credit management.

To maximise the use of the organisation's internal database by:

- Ensuring that the Fundraising database is used effectively.
- To ensure compliance and legal requirements for the fundraising function.

To fulfil the administrative elements of the post by:

- Keeping clear, accurate records relating to all fundraising events and activities, including risk assessments.

To fulfil any other responsibilities of the post including:

- To ensure that all fundraising activity complies with relevant legal requirements and Organisational policies, and assume lead responsibility for staying up to date with changes to fundraising regulation and identifying impact and necessary action for BeyondAutism.
- Demonstrating commitment to BeyondAutism's mission statement and aims.
- Attending functions or networking meetings to promote the work of BeyondAutism, as necessary
- Attending internal or external meetings as required.
- Any other duties which may reasonably be required of the post.

This is a description of the job as it is presently constituted. It is the practice of BeyondAutism to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is the Organisation's aim to reach agreement on changes, but if agreement is not possible, the Organisation reserves the right to insist on changes to your job description, after consultation with you.