

# *Fundraising Officer – Job Description*



<b>Job Title:</b>	Fundraising Officer
<b>Reports to:</b>	Income Generation Manager
<b>Period of employment:</b>	Part time fixed term 1 year contract, 22.5 hours per week (0.6 FTE)
<b>Salary:</b>	£15,000 Pro Rata (£25,000 FTE)
<b>Location:</b>	Gilbert White's House, High Street, Selborne, Hampshire, GU34 3JH

## **Background:**

Gilbert White's House and the Oates Collections, set in the idyllic village of Selborne in Hampshire, is recruiting for a Fundraising Officer to support the Income Generation Manager on a fixed term 1 year contract. This new position is made possible with support from The National Lottery Heritage Fund. Thanks to National Lottery players, we have been able to recruit for this fixed term contract. This is an opportunity to undertake an important supporting role for a unique, regional organisation within the heritage and conservation sectors, working alongside a committed team of staff, trustees and volunteers.

The museum attracts visitors from across the South, eager to learn about Gilbert, the man called the 'father of ecology', and Lawrence and Frank Oates, explorers of the natural world. The museum is now seeking a part time Fundraising Officer for a fixed term one year contract to assist the Income Generation Manager during a busy period of individual giving campaigns, grant applications and the growth of its membership and legacy programmes, alongside fundraising events to celebrate 70 years of the museum.

## **The Role:**

You will play a key role in assisting with our fundraising activities, in particular undertaking grant and prospect research and support, as well as developing and running fundraising events alongside the Events Manager and Income Generation Manager during our celebratory 70<sup>th</sup> year.

A key responsibility will be the administration of the Membership programme, including processing membership applications and renewals, ensuring timely payments and assisting with queries. You will also be responsible for producing copy and content for membership newsletters, membership campaigns and other fundraising campaigns as appropriate. The ideal candidate will be creative, and able to think outside the box when it comes to creating content for fundraising materials, ways to publicise our Membership and Legacy programmes, and helping to develop fundraising events. The successful applicant will be undertaking individual projects as well taking the lead on day-to-day activities and will also take on the role of museum duty manager on occasions, with some weekend work required.

## **Job description**

### **Key duties within this position will include:**

- Undertake research on grant bodies and available grant specifics, requirements and deadlines.
- Provide copywriting support for grant applications.
- Research potential partnerships and sponsorship opportunities.
- Prospect research to identify new individual giving opportunities.
- Assist with the development of fundraising events.
- Work with the Events Manager on the organisation and running of fundraising events.

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- Administration of the Membership programme, processing applications and renewals.
- Monitoring the Membership email inbox, answering queries and acting as the main point of contact for Members and potential joiners.
- Producing copy and content for membership newsletters.
- Promotion of membership on social media, liaising with the Marketing team
- Copywriting for fundraising materials.
- Working alongside the Income Generation Manager and Marketing team to develop fundraising campaign content.
- Undertake relevant fundraising courses when required.

<b>Essential</b>	<b>Desirable</b>
Resourceful, ability to creatively problem solve and use initiative.	Prior experience in an event coordination role.
Proactive self-starter, team player, able to work effectively with small team of staff, volunteers and Trustees.	Proven experience of cross-team working and liaising with multiple stakeholders.
Excellent written and verbal communication skills.	Experience writing structured, persuasive trust and foundation applications and reports.
Strong IT ability, including competence using MS Office and relational databases.	Experience with CRM systems.
High level of attention to detail.	Research experience in corporate or non-profit sectors.
Creative thinker, able to develop engaging fundraising content.	Experience of developing new donor engagement initiatives.
High level of tact and discretion.	Qualifications: Bachelors' Degree or equivalent experience.
Flexible attitude, comfortable working on several projects simultaneously.	Prior experience within a fundraising role.
Experience of using Canva or similar online design tool.	
Experience of using MailChimp or similar email marketing platform.	
Experience of engagement/promotional copywriting.	
Demonstrable interest in heritage and ecology / travel and exploration.	Associated qualifications or evidence of interests.
Able and willing to work outside normal office hours as required, including some evenings and weekends.	

**General Information**

- The job description details the main outcomes of the job and will be updated if these outcomes change.

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- All work performed/duties undertaken must be carried out in accordance with relevant GWOC policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.

The [National Lottery Heritage Fund](#) is the largest funder for the UK's heritage. Using money raised by National Lottery players we support projects that connect people and communities to heritage. Our vision is for heritage to be valued, cared for and sustained for everyone, now and in the future. From historic buildings, our industrial legacy and the natural environment, to collections, traditions, stories and more. Heritage can be anything from the past that people value and want to pass on to future generations. We believe in the power of heritage to ignite the imagination, offer joy and inspiration, and to build pride in place and connection to the past.