**Job Description and Person Specification**

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| Post | **Hackney Play Association Fundraiser** |
| Location | Hackney, East London |
| Line Manager | Acting Director |
| Hours | 18 hours per week, including occasional evening and weekend work |
| Salary | £35,000 pro rata |
| Main Objective | The successful post holder will:   * maximise income from grant bodies, trusts and foundations * maximise income from corporate, community and individual donors * build and develop new relationships with prospective donors * ensure that all monitoring and evaluation reports are completed effectively and submitted to funders on time. |

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| **Specific Duties and Responsibilities** |
| The successful post holder will: |
| * Develop an annual plan to maximise income from fundraising from grants, trusts, commissions and donations |
| * Achieve all predetermined fundraising targets |
| * Ensure that all funders and donors receive an excellent standard of customer care and feel that their contribution is recognised, valued and actively acknowledged, to encourage and develop long term relationships |
| * Ensure that accurate and up to date records are maintained and accessible |
| * Develop and submit effective reports and information about activity, performance, quality and impact on time |
| * Develop a suite of fundraising materials and literature |
| * Attend internal meetings as required |
| * Participate in training, supervision and appraisal procedures as directed |
| * Undertake all other duties as reasonably required for the role * Make regular reports to the Director and Board of Trustees on the status and nature of fundraising applications and income generation activities * Undertake essential monitoring and reporting for all current grants and commissions |

**Person Specification for the role of Community Fundraiser**

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| **Competencies** | **Essential** | **Desirable** |
| A minimum of 3 years’ experience in a fundraising role | **✓** |  |
| A proven track record of exceeding financial and non-financial targets | **✓** |  |
| Experience of using social network channels |  | **✓** |
| Demonstrable experience of working as part of a team |  | **✓** |
| 1. Experience of working to and meeting tight deadlines, taking initiative, prioritising | **✓** |  |
| Excellent verbal and written communication skills | **✓** |  |
| Ability to use database and other reporting methods |  | **✓** |
| Working knowledge of GDPR and data protection legislation |  | **✓** |
| Excellent computer skills including using Microsoft office (outlook, apps, Word Excel, PP, etc) | **✓** |  |
| **Attributes** |  |  |
| Able to demonstrate the maturity to manage a wide range of relationships in a positive manner and therefore be able to command the respect of fundraisers | **✓** |  |
| An understanding of play and importance of play in child development |  | **✓** |
| Trustworthy, patient and resourceful | **✓** |  |
| Innovative, self-motivated and target driven | **✓** |  |
| Strong organisational and administrative skills, with the ability to prioritise and manage a diverse workload | **✓** |  |
| 1. Ability to plan strategically, set achievable goals and be flexible in a changing working environment | **✓** |  |
| 1. Commitment to an equal opportunities policy | **✓** |  |

**This post is subject to satisfactory enhanced DBS clearance and 3 month probationary period**