



Job and person specification: Fundraising Officer

Department:	Philanthropy & Partnerships
Location:	National CPRE, London N1
Reporting to:	Head of Philanthropy & Partnerships
Responsible for:	n/a

Job summary - the big picture

You will be a key member of the Philanthropy & Partnerships team who are responsible for raising funds from and communicating with our biggest supporters – including trusts, major donors and corporate partners.

Scope

You will be responsible for developing the major donor programme by identifying new prospective donors and effectively stewarding our existing donors, and support trust and corporate fundraising efforts by prospecting new potential supporters and helping to draft grant applications, proposals, and impact reports.

Key people – who you will be working directly with

Internal

- Director of Fundraising & Supporters
- Philanthropy & Partnerships team and the Fundraising & Supporters Directorate more widely
- Other internal teams such as project teams, communications and campaigns teams
- Finance team

External

- CPRE Network – local CPREs in counties around England and their volunteers.
- Donors and supporters within your area of responsibility
- CPRE Development Board
- Other external stakeholders including suppliers, agencies, etc.

Main areas of responsibility - the day-to-day work

- Responsible for thanking and onward stewardship of new and existing donors, providing excellent donor care with support from the head of P&P and F&S Director
- Support the F&S Director and head of P&P with managing a portfolio of major donors
- Responsible for event/ meeting planning across the team, and other diary management as required
- Coordinates CPRE's Centenary Development Board communication, meeting dates, minutes and other administrative tasks, supporting the F&S Director and CEO as appropriate



The
countryside
charity

- Drafting of major donor communications such as letters of introduction, update mailings, asks for support, etc.
- Responsible for recording and reporting of all major donor income on pipeline, management accounts and CRM and supporting the wider P&P team with the same
- Use CRM to identify new prospects, and record activity for major donors
- Support with prospecting new trusts, drafting of bids and take responsibility for the small trust mailings with support from the P&P team
- Build strong relationships internally and externally to identify opportunities to collaborate and identify opportunities for funding

Selection criteria – what you need to do the job

- Previous experience working in a major donor or High Net Worth team.
- Some experience in donor communication – either drafting bids or fundraising appeals/major donor communications.
- Strong experience using a CRM/database (we use Microsoft Dynamics and will provide training as needed).
- Demonstrable ability to work effectively to a high standard under pressure, often to conflicting deadlines either in a team or independently.
- Excellent literacy and numeracy skills with basic IT skills including Word, Excel, PowerPoint.
- Excellent written and verbal communicator with good interpersonal and relationship-building skills.
- Ability to recognise when there is a need for change or improvement and adapt quickly.
- An interest in the natural environment and the benefits of access to the countryside and green spaces.

Occasional evening and/or weekend work will require some flexibility in working hours from time to time.