



## Role Profile

**Title:**

Fundraising Officer

**Hours of work:**

37.5 hrs/week 11 month  
annualised contract

**Office location:**

Wentworth Woodhouse  
Wentworth, Rotherham, S62 7TQ

**Responsible to:**

CEO

**Role Purpose:**

Wentworth Woodhouse is arguably the most challenging and exciting heritage restoration project of our generation. The Wentworth Woodhouse Preservation Trust is committed to raising significant sums to support its ambitious programme of development over the coming decade and fundraising is one of the key areas of expansion. We now require an experienced and dynamic fundraiser to drive this area of the organisation forward.

You will be an energetic, ambitious and determined operational fundraiser. You will need to be flexible and be available to work weekends and evenings as requested.

As Fundraising Officer, you will be responsible for focussing on operational activity on and off site and building long term relationships with our supporters.

You will possess both creative flair and an ability to inspire those around you to achieve exceptional results in tight timescales, often with limited budgets.

This is an exciting time to join the team at Wentworth Woodhouse, with huge potential for this role to grow with the business.

**Role Duties:**

- Work with departmental colleagues to develop an annual fundraising plan of activities.
- Raise funds (with particular reference to core costs) as set out in the annual business plan/budget.
- Achieve KPIs as set out in annual personal development review.
- Work as part of a fundraising committee, creating new methods to raise funds for the organisation.
- Work closely with, and grow numbers of, our volunteer fundraising team, ensuring that their efforts are appreciated and their skills utilised to help raise funds and the brand and profile of the organisation.
- Working with the Digital Marketing Officer, leverage technology and social media where possible to improve fundraising activities.
- Plan, coordinate and execute a minimum of 12 minor and 6 major events to raise funds and coordinate activities of volunteers related to event planning and execution.
- Work with other departments to identify opportunities for fundraising across the Trust's activities.
- Work with colleagues to oversee the on-line fundraising campaign shop.
- In conjunction with the Digital Marketing Officer, create campaign materials to be used for the promotion of events and other fundraising pushes.
- Analyse and evaluate the performance of fundraising activities for effectiveness.

- Work with the departmental lead and the CEO to build and nurture positive relationships held with donors and funders collaborating with the Trust;
- Collaborate with other organisations and groups within the community to build partnerships and enhance fundraising activities
- Cover the role of Duty Manager in line with other staff.
- To undertake any other duties commensurate with the position.

**You need to:**

- Be confident with natural leadership skills, and a desire to motivate and train.
- Have proven work experience as a fundraising officer.
- Exceptional relationship management skills.
- Good organisational and time management skills.
- Be someone who is a quick thinker and a good decision maker.
- Be someone who embraces and can bring about change and innovation.
- Be a people person with the ability to show respect, empathy, and care to all team members.
- Have excellent communication skills, and an ability to influence people.

## Person Specification

Please see the criteria expected of the role below. For your application, please note these and explain how you meet and exceed them.

Factor	Criteria	Essential or Desirable
RELEVANT EXPERIENCE	Successful Fundraiser with experience of working in a busy, fast moving environment	Essential
	Driven and resilient	Essential
	A dynamic team player with a flexible approach to successfully achieve fundraising goals	Essential
	You will be a great planner, able to manage multiple projects at once with a close attention to detail.	Essential
	Comfortable and motivated by working to targets / KPIs	Essential
QUALIFICATIONS	Educated to degree level (or equivalent), in a related subject	Desirable
JOB RELATED SKILLS	Excellent communication skills, both in written word and conversation. Able to communicate a cause passionately to a broad range of audiences.	Essential
	Ability to develop strong and effective working relationships, operating supportively and collaboratively with colleagues.	Essential
	Excellent numeracy skills including the ability to compile and analyse data.	Essential
	A keen attention to detail	Essential
	Excellent IT skills, particularly in relation to organising and interrogating information, working with on-line funding portals and presenting.	Desirable
PERSONAL ATTRIBUTES	Have a smart appearance and confidence when working with the public	Essential
	Ability to work well under pressure, and remain calm in a busy environment and to prioritise your workload.	Essential
	A flexible and positive approach	Essential
WORK CIRCUMSTANCE	Able to work flexible hours, including evenings, weekends and Bank Holidays.	Essential
	Awareness of the implications of social media in a workplace	Essential

Name:.....

Name (Manager):.....

Signed:.....

Signed:.....