

JOB DESCRIPTION

JOB TITLE

FUNDRAISING RELATIONSHIPS OFFICER

DEPARTMENT

**GLOBAL FUNDRAISING, MARKETING
AND COMMUNICATIONS**

CONTRACT TYPE

PERMANENT

REPORTING TO

**FUNDRAISING RELATIONSHIPS AND
BUSINESS DEVELOPMENT MANAGER**

LOCATION

HYBRID - LONDON OFFICE AND REMOTE

HOURS OF WORK

34.5 HOURS PER WEEK

ANNUAL LEAVE

**26 DAYS ANNUAL LEAVE, PLUS BANK HOLIDAYS.
FURTHER DAYS OF LEAVE WILL BE EARNED AFTER TWO
YEARS OF SERVICE – SEE THE EMPLOYMENT
HANDBOOK FOR DETAILS.**

REMUNERATION

COMPETITIVE

OUR VISION

Our vision is a world where every working animal lives a healthy and valued life.

OUR MISSION

Our mission is to transform the welfare of working animals in a world where animals, people and the environment are respected and thrive.

SUMMARY OF ROLE

The Fundraising Relationships Officer will support the Fundraising Relationships and Business Development team in driving the development and delivery of SPANA's high-value donor and corporate fundraising programme. The post holder will be responsible for project-managing mailings, conducting high quality research, organising events and providing administrative support to the team. This role will also have an overview of our portfolio of high-value donors and corporate partners, ensuring excellent stewardship and the smooth running of the programme.

While keeping SPANA's mission to transform the welfare of working animals at the heart of our philanthropy programme, the post holder will support the delivery of a step change in our long-running high-value donor and corporate fundraising programme. They will also work to support other areas of the Fundraising Relationships team's work as required.

Key Relationships

- Responsible to the Fundraising Relationships and Business Development Manager
- Philanthropy and Fundraising Partnerships team colleagues
- Global Fundraising, Marketing and Communications colleagues
- Global Programmes colleagues.

KEY RESPONSIBILITIES

High-value donor and corporate fundraising programme support

- Project-manage high-value donor and corporate fundraising and engagement activities, including, but not limited to, delivering appeals, submissions and enquiries.
- Administer the high-value donor thanking programme according to set procedures and timelines, all whilst providing exemplary stewardship.
- Gather and analyse information about current and prospective high-value donors and corporates from GDPR-compliant sources such as publicly available websites and the supporter database.
- Develop and contribute to research on current and prospective donors and corporates, allowing the team to make more targeted approaches at the appropriate level.
- Maintain the prospect pipeline, identifying potential donors and corporate partners to ensure the Fundraising Relationships programme continues to grow.
- Project-manage fundraising events, taking an active role at each event and ensuring all aspects of the event run with efficiency.
- Project-manage the development and production of SPANA fundraising and marketing materials, to support high-value donor and corporate activities.
- Assist with activities across the high-value donor and corporate fundraising programme as required.

General team support and administration

- Provide general administrative support to ensure the smooth running of the team's fundraising programme, such as drafting documents, updates and meeting minutes, dealing with telephone queries, data entry and filing.
- Assist (especially when other staff are on holiday or during busy times) with the thanking and fulfilment activities across the trust, legacy and corporate fundraising programmes.

Other

- Keep up-to-date of the latest legislative and statutory developments relating to the role, advising staff and other key stakeholders as appropriate.
- Ensure all policies and procedures within the team are up to date and legally compliant.
- Uphold and promote SPANA's policies and procedures at all times.
- Any other duties that may reasonably be required.

**It should be noted that the job specification and remit may develop over time.
The postholder should be happy to adapt and take on new and different tasks within the scope of the role.**

PERSON SPECIFICATION

<p>KNOWLEDGE, TRAINING & QUALIFICATIONS</p>	<ul style="list-style-type: none"> • Knowledge of fundraising principles and practices. • Knowledge of developing and delivering compelling pitches and applications. • Knowledge of efficient and effective teamwork and administration. • Knowledge of the requirements and expectations of working in the charity sector.
<p>EXPERIENCE</p>	<ul style="list-style-type: none"> • Experience of working in a busy professional environment on a variety of projects. • Experience of providing exemplary administrative support and maintaining effective administrative systems and procedures. • Experience of providing exemplary administrative support and maintaining effective administrative systems and procedures. • Experience of providing excellent supporter/customer care and resolving complaints. • Experience of working independently and collaboratively in a team. • Experience of building working relationships with a diverse range of people at all levels of seniority. • Experience of organising or assisting with events. • Experience generating income and/or outcomes against set targets. (<i>Desirable</i>). • Experience working with high-value donors and/or corporate partners. (<i>Desirable</i>). • Experience working with databases, preferably Raisers' Edge. (<i>Desirable</i>) • Experience of prospect research techniques skills and using research to suggest suitable projects/areas of interest/building a long-term relationship. (<i>Desirable</i>)
<p>SKILLS & ATTRIBUTES</p>	<ul style="list-style-type: none"> • Good written and verbal communication skills with the ability to communicate clearly and persuasively about a cause through mail, telephone or face to face. • Exceptional organisational skills with ability to prioritise a varied workload, remaining calm whilst dealing with changing priorities to meet tight deadlines. • First-rate administrative skills and attention to detail • Ability to work independently, take responsibility for own areas of work, with capability to use initiative • Excellent interpersonal skills. • Ability to maintain effective administrative systems and procedures • A conscientious, positive and friendly team player. • Strong computer skills. • A diligent researcher with excellent analytical skills to interpret information concisely. • Resilience, determination and a focus on outcomes. • Strong commitment to SPANA's vision, mission and values.