



WOKING MENTAL HEALTH RESOURCE CENTRE LIMITED

JOB DESCRIPTION

JOB TITLE:	Fundraiser
SALARY:	£23,000 per annum, pro rata
HOURS:	20 hours per week Some weekend/evening working maybe required on occasions
ANNUAL LEAVE:	25 days per annum, pro rata
RESPONSIBLE TO:	Chief Executive

JOB SUMMARY:

Manage and lead the **CornerHouse** fundraising function with the aim of increasing funding and achieving maximum profile for the organisation.

KEY TASKS AND RESPONSIBILITIES:

- Develop and deliver projects that either raise the profile of CornerHouse or attract funding.
- Develop and implement an effective fundraising strategy in line with the organisation's business plan.
- Grow income and improve the sustainability of the organisation by proactively securing funds from new income streams.
- Identify opportunities and write applications for grants and project funding.
- Prepare and give presentations to other organisations, promoting the work of CornerHouse.
- Develop new initiatives including legacies and regular giving.
- Respond to comments and queries from supporters received through various channels.
- Generate new contacts to build our contacts database.
- Build the profile of the charity and promote key events through local and regional media.
- Attend fundraising events/cheque presentation as and when necessary.

- This job description is not exhaustive, it will be subject to periodic review and may be amended to meet the changing needs of the business.
- Enhanced DBS clearance required for this role.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Experience	<p>Wide experience of working in a fundraising environment</p> <p>Experience of developing and delivering fundraising strategies</p> <p>Experience of writing successful grant/project funding applications</p>	Educated to degree level or equivalent (ideally in business or marketing related discipline)
Key Skills and Competencies	<p>Proven track record of reaching targets and successfully securing funding</p> <p>Excellent written, verbal and presentation skills</p> <p>Ability to identify, research and develop opportunities to ensure maximum income is raised and targets are met</p> <p>Thorough understanding of relevant legislation/charity law affecting fundraising</p> <p>Proven fundraising skills</p> <p>Excellent organisational skills</p> <p>Ability to plan, balance and cope with competing priorities</p> <p>High standard of computer competency and literacy</p>	

<p>Personal Attributes</p>	<p>A creative and proactive approach to all areas of work</p> <p>Commitment to delivering a high quality service</p> <p>Ability and social skills to work with multidisciplinary teams</p> <p>Flexible and adaptable approach to work demands across the whole organisation</p>	
<p>Other</p>	<p>Willing and able to work occasional evenings and weekends</p>	