

# Fundraising Officer

Hereford, Herefordshire

Full-time

Salary: £25,000.00 to £30,000.00 /year

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## **JOB TITLE: Fundraising Officer**

**Responsible to: Head of Philanthropy**

## **JOB DESCRIPTION**

Reporting to and working with the Head of Philanthropy, you will work with the wider Fundraising team to develop and deliver an ongoing regular giving programme to build widespread support throughout the NMiTE community. You will foster an exceptional culture of donor care that recognises, celebrates and inspires existing and potential supporters. You will also support the delivery of an outstanding major gifts programme through prospect research and portfolio management.

With excellent attention to detail and organisation skills, you will maintain and enhance the fundraising database and develop and run key fundraising and stewardship events. This role requires a hardworking, enthusiastic and able person who is committed to NMiTE's mission and values. You should be able to think strategically, be agile in your approach, communicate well, be able to plan intelligently, and work to the highest standards.

## **Fundraising**

- Work with the Head of Philanthropy to develop a successful programme of regular giving

- With the Major Gifts Lead to develop a legacy programme and develop bequest prospects
- To play a key role in maintaining the highest standards of ethical behaviour in fundraising and compliance with all relevant legislation

### **Stewardship**

- Take responsibility for delivering an annual programme of donor stewardship ensuring all those who give are thanked and recognised appropriately and reported to effectively.
- Work with the Major Gifts Lead to coordinate a programme of donor centred events.

### **Database**

- Process all donations and Gift Aid claims, including the production of gift receipts and thank you letters
- Undertake monthly gift reconciliation with accounts
- Maintain the integrity of donor data within the Capsule database
- Utilise and administer a number of gift management processing systems including online merchant services accounts, standing orders, direct debits, legacies and single gifts
- Work closely with the finance team to reconcile and track income and manage Gift Aid information
- Any other duties within the scope, spirit and purpose of the job as directed by the Head of Philanthropy.

### **LOCATION: Union Street, Hereford**

For this exciting challenge in a brand-new concept organisation, this role requires a flexible and pragmatic approach to provide the infrastructure for our “agile” multisite,

multifunctioning campus, both now and for our strategic future focus. Excellent package and benefits. Immediate start available

### **QUALIFICATIONS:**

To degree level or equivalent.

### **EXPERIENCE:**

At least two years' experience in a fundraising role, preferably within an education environment. Experience of delivering outstanding events and a proven track record of building excellent relationships. Working with a fundraising CRM is essential.

### **CHARACTERISTICS:**

- Conscientious
- Systematic with good attention to detail
- Ability to manage multiple priorities
- Excellent communication skills

### **CULTURAL ALIGNMENT:**

- Equality focused
- Inclusive
- Respectful
- Creative
- Honest
- Non-judgemental

To apply, please email a CV and a cover letter explaining why you would be suitable for the role to [vacancies@nmit.org.uk](mailto:vacancies@nmit.org.uk)