 JOB DESCRIPTION

TITLE: Development Officer
RESPONSIBLE TO: Development Director
LOCATION: London, NW1 and/or remote working

HOURS: Full time
(Flexible working may be considered)
PROBATIONARY PERIOD: Three months
SALARY: £28,000 to £38,000 pro rata
(starting salary dependent on experience)

JOB PURPOSE

• As part of the Development Team, contribute to the achievement of Fair Trials’ fundraising strategy; and
• To be a passionate and compelling advocate of Fair Trials’ work.

KEY RESPONSIBILITIES

• Managing and developing part of Fair Trials’ portfolio of trusts and foundation donors (UK, Europe and USA-based), including:
  o Managing a rolling programme of applications and reporting, including tracking and reporting on income;
  o Drafting funding applications and reports, with input from other members of staff as required;
  o Ensuring donors are thanked and that high-quality reports and updates are provided on time;
  o Donor stewardship and managing relationships with key contacts to encourage long-term commitment and increase levels of support; and
  o Prospecting and development of new relationships to grow income.

• Maintaining relationships and data relating to individual donors, including:
  o Ensuring that donors are thanked in an appropriate and timely fashion;
  o Managing the requirements of donation platforms (JustGiving, CAF and PayPal); and
  o Recording and reporting on income.

• Supporting the Development Director with:
  o Income reporting and forecasting, and fundraising strategy development;
  o Carrying out research and prospecting, and drafting briefings for senior staff;
  o Providing drafting and administrative support (i.e. collating documents, dealing with funder portals, checking and proof-reading, etc) on large trusts and institutional funding applications and reports;
  o The stewarding of law firm relationships;
• Assisting with the organisation of meetings and events; and
  • Assisting with data and file management.

• To be a passionate and compelling advocate for Fair Trials’ work.

• Complying with the charity’s policies and procedures, including promoting and implementing Fair Trials’ equal opportunities policy.

PERSON SPECIFICATION

Essential

• Experience of trust and foundation fundraising (voluntary experience acceptable).
• A commitment to human rights and criminal justice.
• Organisational skills including demonstrable experience of:
  • Working effectively independently;
  • Managing deadlines; and
  • Delivering under time pressure.
• Communication skills including the ability to:
  • Communicate complex ideas and impact to a variety of audiences;
  • Create persuasive and compelling content;
  • Produce accurate and attractive written/visual communications; and
  • Communicate confidently and effectively in person including remotely, for example, by telephone and video call.
• Strong analytical and numerical skills including:
  • Excellent research skills;
  • Excellent attention to detail in both literacy and numeracy;
  • The ability analyse and clearly articulate data; and
  • Confidence with Excel spreadsheets.
• A team-player and willingness to be flexible according to the demands of the organisation.
• Demonstrable ability to maintain and develop professional relationships and networks.

Desirable

• Experience of independently managing a portfolio of trust and foundation funders, including prospecting, stewardship, and reporting on income.
• Experience of individual giving funding and/or large trust/institutional applications and reporting.
• Insight into the challenges faced by suspects and defendants as a result of lived experience of the criminal justice system.
• Experience of working for a small non-profit, community and/or charitable organisation (voluntary experience acceptable).