



JOB DESCRIPTION

TITLE:	Development Officer
RESPONSIBLE TO:	Development Director
LOCATION:	London, NW1 and/or remote working
HOURS:	Part time – 2 or 3 days per week (Flexible working may be considered)
PROBATIONARY PERIOD:	Six 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:
 - Managing a rolling programme of applications and reporting, including tracking and reporting on income;
 - Drafting funding applications and reports, with input from other members of staff as required;
 - Ensuring donors are thanked and that high-quality reports and updates are provided on time;
 - Donor stewardship and managing relationships with key contacts to encourage long-term commitment and increase levels of support; and
 - Prospecting and development of new relationships to grow income.
- Maintaining relationships and data relating to individual donors, including:
 - Ensuring that donors are thanked in an appropriate and timely fashion;
 - Managing the requirements of donation platforms (JustGiving, CAF and PayPal); and
 - Recording and reporting on income.
- Supporting the Development Director with:
 - Income reporting and forecasting, and fundraising strategy development;
 - Carrying out research and prospecting, and drafting briefings for senior staff;
 - 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;
 - 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).