



JOB DESCRIPTION

TITLE:	Development Officer
RESPONSIBLE TO:	Development Manager
LOCATION:	London, NW1
HOURS:	Full-time (35 hours per week) Part-time / flexible hours may be possible
PROBATIONARY PERIOD:	Six months
SALARY:	£26,000 to £32,000 per annum (starting salary dependent on experience)

JOB PURPOSE

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

KEY RESPONSIBILITIES

- Managing and developing Fair Trials' portfolio of trusts and foundation donors, including:
 - Drafting funding proposals and applications, with input from other members of staff as appropriate;
 - Managing a rolling programme of applications, including tracking and reporting on income;
 - 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.
- Assisting in the management of relationships with law firm/chambers partners, including:
 - Drafting funding proposals and pro bono/benefit-in-kind requests, with input from other members of the staff team as appropriate;
 - Maintaining an accurate record of financial and pro bono/benefit-in-kind support provided; and
 - Ensuring that donors are thanked and that high-quality reports and ad-hoc updates are provided in good time.
- Maintaining relationships and data relating to individual donors, including:
 - Routine administration of individual giving (i.e. ensuring that donors are thanked in an appropriate and timely fashion); and
 - Recording and reporting on income.

- Supporting the Development Manager with income reporting and forecasting, and fundraising strategy development.
- Providing research and occasional administrative support to the Development Manager, including:
 - Maintaining the database and key income reporting documents;
 - 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

- A passion for human rights and criminal justice.
- Experience of trust and foundation fundraising.
- Highly organised and able to work independently, to prioritise appropriately, meet deadlines, and work well under pressure.
- Excellent English language communication skills including the ability to:
 - Communicate Fair Trials' work and impact in a compelling and persuasive manner to a variety of audiences;
 - Produce accurate and attractive written communications;
 - Independently conduct correspondence and meetings with funders;
 - Communicate confidently and effectively remotely, including by telephone and video call;
 - Make compelling presentations on behalf of Fair Trials.
- Demonstrable ability to maintain and develop professional relationships and networks.
- Excellent research skills and experience of funder prospecting.
- Strong analytical and numerical skills including the ability analyse and clearly articulate data.
- A team-player and a willingness to be flexible according to the demands of the organisation.

Desirable

- Experience of independently managing a portfolio of funders, including prospecting, stewardship, and reporting on income.
- Academic qualification and/or practical experience in law, human rights and/or criminal justice.
- Experience of working for a small non-profit or charitable organisation.
- Experience of pro bono in the commercial legal sector and/or corporate fundraising.
- Fluency in another European language (particularly, Spanish, Dutch and/or French).