**Light Project Peterborough**

**Fundraising Officer**

Light Project Peterborough was started by a group of Christians who believe in showing their faith in action. We are in place to serve the city and those in need.

**Purpose of Post**

You will play a lead role in implementing our fundraising activities. It is crucial that you are an ambitious self-starter with a broad range of fundraising experiences and a go-getting approach. The ideal candidate will be motivated, committed, and enthusiastic to help us help our community.

Taking an active interest in the development of the charity and those around them the post holder will have a passion for the ethos and values of Light Project Peterborough.

**Role reports to:** Light Project Peterborough CEO

**Based at:** The Garden House, Gravel Walk, Minster Precincts, Peterborough, PE1 1YU

**Hours:** Full time (37.5 hours)

**Main Duties and Responsibilities**

Supporter liaison and enquiries

* Work with the CEO to answer supporter enquiries and action accordingly, eg thanking them for donations made; sending out LPP information, liaising with respective LPP team members
* Give supporters advice and information about the work of LPP including visits to see our work
* Build and manage relationships with volunteers and project teams.

Marketing and fundraising support

* Help the CEO with marketing and fundraising initiatives, such as data preparation, printing and mailing activities.
* Create and add social media posts including Instagram and Facebook informing supporters of the work of LPP and the support needed.
* Liaise with the websites support team and oversee/update the LPP and Across Peterborough websites as and when necessary
* Support the CEO in LPP’s contribution to events/conferences in representation of the charity
* Assist the CEO with the creation of marketing materials, working with designers and printers.
* Create bi-annual fundraising appeals to secure new donors as well as growing regular income from individuals.

Report writing

* Assist the CEO and Trusts and Foundations specialist with preparing information for our funders

IT, systems support and management information

* Assist the financial team in adding data to Donorfy, including new donors, change of donor details, Gift Aid forms, etc. including running management information reports and raising/managing any system related issues.

Other

* Work to agreed objectives and targets.
* Adhere to LPP policies and procedures.
* Keep all financial and administrations up to date and in line with policy.
* In addition to the duties set out in this job description the post holder may at times be required to undertake additional or other duties to meet the needs of Light Project Peterborough

**Person Specification**

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| --- | --- |
| Experience and knowledge | Essential / Desirable |
| Minimum 2 years’ experience in an outward facing fundraising role | E |
| Experience of writing grant applications and generating income from grant makers | D |
| Experience of securing income from individuals | E |
| Experience of achieving results against targets | E |
| Knowledge of GDPR | E |
| Knowledge of safeguarding issues | E |
| Experience of CRM management | D |
| Experience of working on capital appeals | D |
| Safeguarding | D |
| Qualifications / Membership |  |
| Degree level or equivalent | D |
| CIOF membership | D |
| Skills |  |
| Self-motivated, able to work alone as well as in a team | E |
| Ability to work to a high standard with an attention to detail | E |
| Excellent IT, verbal and written communication skills | E |
| Good time management skills, including the ability to prioritise and plan work to meet deadlines | E |
| General |  |
| Hold a clean driving licence with insurance for business use | D |
| Ability to work flexible hours when needed | E |
| Maintain and observe conditions of health and safety | E |
| Willingness to develop within the job and undergo relevant training | E |
| Be committed to Equality and Diversity | E |
| Recognition and respect of the Christian ethos of the charity | E |