

# Five Acre Wood School Fundraiser

**Hours:** 35 hours per week, 8:30am – 4:00pm, Monday to Friday, term time only including INSET days.

**Reports to:** Strategic Business Lead

**Pay grade:** KR6-7 (including FAW allowance, depending on experience)

*Purpose of job:*

To work collaboratively and cooperatively as a member of the fundraising team to achieve Five Acre Wood's strategic goals and to raise the profile of Five Acre Wood School.

The Fundraising team will work closely with the Strategic Business Lead to grow and sustain a range of fundraising initiatives. Duties and Responsibilities:

- Meet current fundraising targets, to be agreed with the Strategic Business Lead
- Develop and execution of a strategic fundraising plan (long term)
- To conduct research into available funding streams and liaise with senior managers
- To attend charity meetings and provide fundraising reports
- To produce and submit applications for funding to grant making trusts and charities within the required timeframes
- To produce and put together presentations for bids
- To create and maintain a database of donors
- To research equipment identified for fundraising campaigns
- To keep up to date with special needs requirements and new resources
- To visit and liaise with other special schools and charitable organisations to view resources and ideas of best practise
- To manage charitable donations and follow up with thank you / acknowledgment letters
- Work closely with the Finance Officer to ensure that all donations are recognised
- To ensure that Gift Aid forms are complete and compliant where applicable
- To develop sponsorship opportunities for local, regional or national companies
- Identify and help to manage charitable events run by Friends of Five Acre Wood School
- To develop good working relationships with external agencies, trustees and SLT
- Report to SLT, governors and stakeholders including parents and donors
- To continuously monitor the effectiveness of fundraising activities
- To build and maintain an up to date database of funding streams and donors for effective communication and reporting
- To maintain accurate records of all funding applications
- Develop and manage a team of volunteers working within the school
- Along with Strategic Business Lead, ensure spending on all fundraising activities is monitored to ensure these are within budget
- To regularly update the fundraising news and charity section within the school website and investigate donor page
- Use of social media to maximise communication and fundraising opportunities
- Ensure media outlets are informed of fundraising activities
- Raise the profile of Five Acre Wood School through press release, and relevant opportunities
- Proactively carry out class visits in order to further knowledge of student needs and resources

Your duties will initially be as set out in the job description, but this could be amended from time to time to reflect changes in or to the job.

### Person Specification

REQUIREMENT	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS /TRAINING</b>	<ul style="list-style-type: none"> <li>GCSE Grade C (or above/equivalent) in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>Qualifications in Marketing, Communications or Public Relations</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience arranging fundraising campaigns</li> <li>Experience with building and maintaining a database of fundraising streams and donors or similar</li> <li>Experience using social media to maximise communication and fundraising opportunities</li> <li>Communicating and liaising with media and press</li> <li>Experience in bid writing and other funding applications</li> </ul>	<ul style="list-style-type: none"> <li>Experience using systems - preferably SIMS/Arbor</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Working knowledge of using IT: key social media platforms, the Microsoft Office Suite</li> <li>Knowledge of current fundraising guidelines and legislation</li> <li>Good knowledge of contemporary fundraising techniques.</li> <li>Good knowledge of public sector funding sources, structures and organisations.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Gift Aid and the compliance details for this</li> <li>Understanding of safeguarding children and vulnerable adults</li> </ul>
<b>SKILLS/ABILITIES</b>	<ul style="list-style-type: none"> <li>Numerate</li> <li>Excellent coordination and organisational skills</li> <li>Highly developed written and presentation skills with proven ability to write and present using a range of materials including emotive and compelling prose suitable for different audiences</li> <li>Good analytical and research skills with the ability to process and present complex information clearly and concisely</li> </ul>	
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>Ability to work independently and multitask</li> <li>“Can do” approach</li> <li>Ability to work in a fast-paced environment</li> <li>Team player</li> <li>Looks for ways to continuously improve</li> <li>Attention to detail</li> <li>Good communication skills</li> <li>A self-motivated individual with the perseverance to work towards long term goals</li> <li>Passionate, creative and motivated, to achieve ambitious targets</li> </ul>	
<b>EFFORT/ENVIRONMENT</b>	<ul style="list-style-type: none"> <li>Flexible approach and the ability to work to deadlines</li> <li>Be calm under pressure</li> </ul>	