

## Fundraiser Job Description

### Main Purpose

- To develop an integrated fundraising strategy for THET
- To grow THET's unrestricted income
- To assist, as requested, with the raising of other resources (e.g. provide support to THET's programmes team with regard to securing restricted 'programmes' funds)

### Accountability

The Fundraiser is accountable to the Chief Executive with strong links to the Finance & Administration Director. S/he will work closely with colleagues in all THET teams.

### Main Functions

- 1. To play a lead role in developing an integrated Fundraising Strategy for THET, as well as ensure that key fundraising processes are in place, and data pertaining to Fundraising is managed effectively.**
  - **Work with colleagues to develop an integrated three year Fundraising Strategic Plan that recommends priorities for fundraising activities to support THET's financial sustainability**
  - **Regularly review the return and value of time and costs of fundraising projects and activities**
  - Manage THET's fundraising database (Donor Strategy; IRIS) – recording, tracking and monitoring fundraising activities.
  - Liaise closely with the Finance staff to ensure reconciliation with Accounting records (QuickBooks)
  - Co-ordinate the drafting, design and production of fundraising materials and appeals, drawing on other THET staff and external sources.
  - Develop tools to put across THET's messages effectively to potential donors and supporters, and brief other THET staff and Trustees to do so as necessary.
  - Maintain an overview of THET's contacts relevant to fundraising, and help THET's staff, Trustees and supporters to increase them and use them better.
  - Keep in touch with wider knowledge and experience of, and innovations in, charity fundraising, and with good charity fundraising practice.
- 2. To grow THET's unrestricted Fundraising**
  - Maximise unrestricted income from grant-giving charitable trusts and foundations.
  - Identify, manage and coordinate other forms of supporter events (e.g. the British 10k London Run and at least one other event per year )
  - Devise and coordinate targeted communications to THET supporters.
  - Implement strategies to build up THET's base of individual supporters.

- Draw on the support of existing and new fundraising volunteers, ensuring they are well-supervised, that appropriate tasks are delegated to them effectively and that they feel valued members of the team.

**3. To assist programmes team with raising restricted funds, and ensure that we provide limited support to 'Links' in their fundraising efforts**

- Provide a limited service to 'Links' to support their fundraising efforts (through fundraising advice on THET's Website and a fundraising session at the THET Annual Conference)
- Work with THET programmes staff to ensure consistency in their efforts to raise funds for programmes activities through participation in the monthly donor options meetings and ad hoc advice.

**Hours**

Full time post (a part time post could be considered).

**Person Specification**

**Essential**

- At least two years' convincing track record of relevant charity fundraising
- Infectious commitment to THET's cause
- Demonstrable capacity for hard work, efficient administration and effective delivery
- Strong IT skills (including detailed knowledge of fundraising software eg Donor Strategy)
- Initiative, energy and persistence
- Excellent and persuasive written and verbal communication skills
- Ability to work sensitively and effectively with non-fundraising colleagues and stakeholders

**Desirable**

- Experience of fundraising for international work in particular
- Knowledge of international development issues
- Experience of communications work and basic design
- Experience of supervising volunteers

If you'd like to have an informal discussion with the outgoing Fundraiser, who is moving on to an overseas posting, please contact Dilys Kyeiwaa Winterkorn on 020 7290 3889 or [dilys@thet.org](mailto:dilys@thet.org). To apply, please send cover letter and CV to Rachel Schofield at [rach@thet.org](mailto:rach@thet.org) (telephone 020 7290 3892).

July 2010