

Individual Giving Officer



Post details

Job title:	Individual Giving Officer
Reports to:	Fundraising Manager
Working hours:	21-28 hours per week (0.6 - 0.8 FTE) , depending on the successful candidate's preference. As a flexible employer, Free Tibet is keen to discuss how these hours are worked.
Starting salary:	Up to £16,800 (0.6 FTE) - £22,400 (0.8 FTE) . Up to £28,000 pro-rata.

Free Tibet is committed to keeping staff safe during the period of uncertainty caused by the COVID-19 pandemic, and has shifted to a primarily home-based working pattern for most staff. This role would therefore also suit candidates who live outside London, as long as they are able to come to the Brixton office an average of once per week.

Post summary

Individual giving accounts for the majority of Free Tibet's income and this role will lead on all streams within this area. If you're someone with a grounding in IG, this role will give you the opportunity to expand your skills, lead on a range of projects, and influence the direction of Free Tibet's future fundraising. **This would be the perfect role for an assistant or officer level fundraiser seeking more autonomy to manage their own projects, hold budgetary responsibility, and gain an insight into line-management.**

The successful applicant, working closely with colleagues in the Campaigns and Digital teams, will project manage their own Direct Marketing projects including appeals, upgrade mailings, and regular giving recruitment. They will also lead on the recruitment and supervision of the fundraising team's volunteers.

Free Tibet

Our vision is a free Tibet in which Tibetans are able to determine their own future and the human rights of all are respected. Free Tibet campaigns for an end to China's occupation of Tibet and for international recognition of Tibetans' right to freedom. We mobilise active support for the Tibetan cause, champion human rights and challenge those whose actions help sustain the occupation.

The Individual Giving Officer will be part of a small, closely knit team which operates on a flexible basis. We offer 25 days pro rata annual leave in addition to public holidays and time off over Christmas. Additional benefits include a flexi-time policy, pension scheme and interest free season ticket loans.

Job description

Key responsibilities

- Project management of Direct Marketing campaigns including:
 - Postal and online appeals
 - Upgrade and Reactivation mailings
 - Email campaigns
 - Regular giving recruitment
 - Lead generation
- Analysis and reporting of fundraising campaigns;
- Recruiting and supervising fundraising volunteers;
- Maintaining supporter records;
- Managing welcome fulfilment;
- Contributing to the Free Tibet magazine and providing fundraising content for organisational communications;

General responsibilities

- Responding to fundraising queries from supporters;
- Participating in weekly team meetings;
- Participating in monthly finance/fundraising meetings;
- Assisting the Fundraising Manager with budgeting;
- Any other tasks required to ensure the smooth running of the organisation.

Person specification

Essential:

- Experience of working in an Individual giving or Direct Marketing environment;
- Ability to write clear and persuasive fundraising copy;
- Ability to work with and interpret data for the purpose of drafting reports on fundraising activities, and to apply learnings to future campaigns;
- Ability to take initiative, work with limited supervision and as part of a small team;
- Commitment to Free Tibet's mission.

Desirable:

- Direct experience of using a supporter database (CRM);
- Experience managing publications throughout the printing process, working with external suppliers of print and mailing services;
- Experience of volunteer management or other line-management;
- Advanced knowledge of Microsoft Excel;
- Experience of budgeting;
- Interest in Tibet and/or human rights;

Application process

Please return your completed application by email to host@freetibet.org

The deadline for applications is 10 am, Monday 9th November. Interviews Wednesday 18th November.