

## Job Information Pack



## Post Details

Job title:	Fundraising Officer/Senior Fundraising Officer
Reports to:	Head of Income
Key relationships:	Supporter Care and Shop Officer, Digital Officer and Campaigns Assistant.
Working hours:	4 days (28 hours) or 5 days (35 hours) per week.
Salary:	£28,000–33,000 pro rata, depending on experience.
Location:	Remote working and/or our Brixton office.

## Purpose of this post

Free Tibet and Tibet Watch have had to rapidly adapt to the ever-changing fundraising landscape, all-the-while having the Chinese Communist Party hot on our heels trying to shut us down. This post would suit someone who is interested in fundraising and is looking for an exciting yet challenging role, where fundraising skills and experience can be developed further – with the opportunity to progress within a growing organisation that has set exciting goals.

We are looking for a passionate, creative and committed fundraiser with some experience generating income from individual donors or trusts and foundations. Depending on your experience, the job title will be Fundraising Officer/Senior Fundraising Officer.

If you are looking for new or to develop existing fundraising skills – all-the-while making a tangible impact at a small human rights NGO with big plans – then we would love to hear from you.

## About Free Tibet and Tibet Watch

We stand with Tibetans around the world. For their homeland, for their future and against China's brutal occupation. We keep the eyes of the world on the atrocities being committed in Tibet. Tibet Watch shares evidence that makes them impossible to deny. Free Tibet leads campaigns that make them impossible to ignore. And together, we will build a global movement that's impossible to resist. Tibet can be free. It must be free – and one day it will be. Together we bring that day closer.

### Location

Our head office is in Brixton, South London and we have 17 staff members in total including our UK team and our field research team further afield. We expect the post-holder to be in the office one day per week on average (four days per month).

### Perks

We can offer flexible working, a supportive work culture (that gets results whilst prioritising staff well-being) and the freedom to get creative and take ownership of fundraising projects. Benefits include, but are not limited to, a robust work-from-home policy, training and development opportunities, a decent pension scheme, interest-free season ticket loans and a generous annual leave allowance (25 days plus public holidays).

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### Equality, diversity and inclusion

Free Tibet and Tibet Watch are actively committed to equality, diversity and inclusion in our workforce. We strongly encourage applications from all sectors of society regardless of: age, gender identity, disability, marriage or civil partnership, pregnancy or maternity status, religion or belief, race or ethnic origin, sexual orientation, transgender status or socio-economic background. We also welcome applications from those who wish to return to the workplace after a period of absence. Sadly, we can only welcome applicants who have the right to work in the UK at this time.

### Main responsibilities

- Assist the Head of Income with income-generation activity across the organisation.
- Support the Head of Income with the execution of the fundraising strategy.
- Assist Head of Income with Major Donor fundraising.
- Work to ensure that your and the Fundraising Team's KPIs and targets are met.
- Take ownership of all direct marketing campaigns including: postal and online appeals, upgrade and reactivation mailings, email campaigns, regular giving recruitment and lead generation.
- To lead on all fundraising logistics, which includes having full responsibility for the incoming and outgoing post.
- Coordinate paid recruitment by collaborating with the Digital Engagement Team and work on supporter journeys, with sign-off from the Head of Income.
- Provide monthly analysis and reports on fundraising campaigns/appeals and recruitment of new supporters/grants.
- Research new funding opportunities.
- Write and coordinate applications for financial support from appropriate trusts and foundations.
- Regularly check in on prospective trusts and foundation donors/application progress and reporting.
- Coordinate, attend and assist with organising events.
- Ensure that supporter records are kept up to date (in-keeping with GDPR guidelines) on the database/CRM.
- Be responsible for handling fundraising queries from supporters and ensuring they are answered promptly and appropriately.
- Recruit and manage (1-2) fundraising volunteers to further support the Fundraising team and activities.
- Craft strong fundraising/marketing copy for the organisation as a whole
- Contribute to Free Tibet's thrice annually printed magazine, where needed.
- Support the Head of Income with budgeting and spotting key areas of success/failure and aiding in the prompt response to either situation.
- Work with the Digital Engagement Team and the Supporter Care and Shop Officer to ensure that supporter journeys are regularly assessed and of the highest standard.

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### General responsibilities

- Assist with responding to queries from supporters and donors on a daily basis.
- Participate in weekly team meetings and monthly finance/fundraising meetings.
- Support the Head of Income in all areas of fundraising activities.
- Assist with the smooth running and financial sustainability of the organisation.
- Aid in the day-to-day running, migration and organisation-wide implementation of a new Client Relationship Management (CRM) system.
- General administration duties.

### Person Specification

#### Essential

- Clear passion and interest in fundraising – whether it be learning new skills or developing this area of expertise.
- Some experience securing and/or managing individual giving OR major donor fundraising.
- Strong communication skills (internally with other colleagues and externally with supporters) including the ability to write clear and persuasive fundraising copy.
- The ability to write applications to secure grants from trusts and foundations and reporting.
- Ability to take initiative, manage competing priorities and ensure deadlines are met.
- Commitment to Free Tibet's mission.

#### Desirable

- CRM and fundraising analysis experience.
- Digital fluency in direct relation to fundraising i.e. email marketing and social media.
- Some experience managing staff or volunteers.
- Experience working in a third-sector organisation would be an advantage.

### Application Process

Please send a CV and personal statement outlining your suitability for this post to [kelsi@freetibet.org](mailto:kelsi@freetibet.org). The deadline for all applications will be Monday 10th October 2022 at 9am. Interviews will be held on Monday 24th October 2022. We look forward to receiving your application.