

Job Description

Title: Development Officer

Responsible to: Development Director

Hours of work: Full Time

Salary: Up to £30,000

Location: Isle of Dogs, London, E14 9YQ

Closing date: 4th September 2017

About EECF

Based in East London, East End Community Foundation (EECF) is dedicated to increasing opportunities for people living in Hackney, Newham, Tower Hamlets and the City of London. For 25 years we have been giving grants to the most effective local charities making a huge difference at grassroots level and delivering programmes which directly support the vulnerable.

Our Focus:

We are committed to focussing on programmes and organisations that:

- Increase employability
- Raise educational achievement
- Improve community wellbeing and social cohesion

What we do:

EECF brings together local people, businesses, charities and public bodies to achieve our aims. We do this by using our extensive local expertise and networks to:

- Provide grants and capacity building support to grassroots organisations
- Deliver programmes which increase employability, educational achievement and community wellbeing
- Support our business, statutory and individual members to achieve their philanthropic and social responsibility goals

- Raise awareness of East London's changing needs and creating innovative local solutions to local issues

The Role

You will be part of an enthusiastic, driven and collaborative team, working together to bring exciting opportunities to people living in East London. We are looking for someone who presents well and is affable, confident and personable, to join their team.

Main Tasks

- Developing connections through stewardship, as well as researching and making new connections with potential donors.
- Support EECF's financial wellbeing by soliciting and securing donations.
- Make initial contact and convey the goals of EECF, while explaining how a donor's contribution can help further the mission.
- Attend events in order to make new relationships.
- Assist in setting up meetings with a potential donor to help secure funding.
- Relationship management with individual donors as well as corporate partners.

Personal Specification

Essential Requirements

- Excellent relationship building skills
- Excellent writing and communication skills
- Client management skills experience
- Ability to relate well to other people

Other Relevant Skills

- Major Donor fundraising experience
- Communications experience
- Ideally degree educated or equivalent