

JOB DESCRIPTION

DEVELOPMENT OFFICER

EECF is an established philanthropy coordinator and grant maker with a successful track record in East London.

EECF has achieved a great deal in a relatively short period and it is extremely proud of its success. Its growth is set to continue and so we are looking for an outstanding individual with experience in sales or donor development to support the implementation of EECF's development strategy.

Working closely with the Head of Development, CEO and trustees, you will be responsible bringing in new donors across a range of sectors, including individuals, corporates and statutory agencies, supporting existing donors and identifying new income generation opportunities to build EECF's endowment.

This is an exciting opportunity to join an innovative, effect charitable foundation that is encouraging philanthropy and equality in the East End of London.

Main Tasks

1. **Fundraising and business development: work with the Development team to secure new income and support the maintenance of relationships with current donors in line with EECF's income strategy.**
 - a. **Income generation: working to an agreed personal target, securing income from a range of new and existing donors including, but not limited to, the following**
 - **Corporate**
 - **Business membership:** manage and increase membership of EECF's business membership scheme to agreed financial targets, recruiting new members and liaising with the Development team on all business opportunities.
 - **Campaigns and appeals:** work with the Community Engagement Manager to ensure that financial targets for the Christmas Food Bag Appeal, Toy Sale and other initiatives are achieved.
 - **Events:** Play an active role in the recruitment of runners for the annual Virgin Money London Marathon and ensure financial targets are achieved.
 - **Individual Giving:** manage and increase membership of EECF's philanthropy club, the 100 Club, to agreed financial targets.
 - **Major Donor and HNWI:** undertake research to support the Development Director to identify and secure new sources of funding for EECF's endowments.
 - **Trusts and Foundations:** assist in the writing of bids and completing applications to agreed financial targets.

- b. Relationship management: support the Development team to implement an engaging donor stewardship programme to engage prospect donors and maintain relationships with current donors.**
- Lead on the production of various forms of marketing and events for engaging with current and prospect donors including materials, newsletters and social media.
 - Actively participate in the delivery of events to engage potential donors and steward relationships with existing 100 Club donors.
- 2. Finance and administration: effectively contribute all income generation, fundraising and relationship management administrative systems and update the Development Director on position in relation to agreed targets on a regular basis.**
- Manage effectively all income generation, fund management and donor relationship administrative systems including the donor pipeline spreadsheet, contracts and Salesforce/Digits database.
 - Maintain records of funding proposals and their status' and ensure all records are kept up-to-date with relevant information.
 - Work with the development and grants teams to ensure that funders' monitoring and reporting requirements are fulfilled.
 - Administer new fund holder relationships, working in partnership with the grants team to ensure new funds are set-up promptly.
 - Liaise with the Office Coordinator regarding all donor finances to ensure records are accurate and invoices are processed on time.
- 3. Communications, marketing and PR: work with the Development team to nurture and increase EECF's donor base using a wide range of engaging events and communication methods, in line with EECF's marketing strategy.**
- Lead and/or support the Development Team to manage and deliver fundraising days for EECF's local giving funds to agreed financial targets.
 - Work with the Development Director to produce a communications and social media strategy for each financial quarter.
 - Ensure the text within the 'Giving' section of EECF's website is accurate and kept up to date.
 - Act as a main point of contact for external PR and marketing consultants.
 - Act as the Salesforce Ambassador for EECF and maintain mailing databases to ensure relevance and accuracy.
- 4. Contribute to the development and success of East End Community Foundation.**
- Work with all members of the team to achieve EECF's vision
 - Act in accordance with the policies and procedures of the organisation, particularly GDPR
 - Undertake any other reasonable responsibilities as directed by the Development Manager and/or Chief Executive

Person Specification

Essential Experience

- Educated to degree level or equivalent
- At least 1 year of income generation / fundraising experience or other transferable experience of securing new business in a commercial sales environment
- Experience of soliciting business sales/contracts and/or securing gifts for charitable purposes from individuals and/or companies
- A working knowledge of the principles of fundraising to include identification, research, solicitation and stewardship
- Strong administrative and organisational skills

Desirable Experience

- Experience of creating and managing fundraising campaigns
- Experience of planning and running fundraising events
- An understanding of the particular needs and political context of East London (specifically, Tower Hamlets, Hackney, Newham and the City of London)
- Experience of public speaking
- Financial literacy with experience of tracking income and expenditure
- A good networker
- A working knowledge of marketing and communications including social media and public relations

Personal Qualities

- A strategic and creative thinker
- A good communicator, both verbal and written
- Flexibility and a practical 'can do' approach
- Highly motivated and commercially astute
- A strong and persuasive negotiator
- Positive, resilient and supportive

Benefits:

Salary: £25-27,000

Hours: 35 per week

Holiday Entitlement: 23 days

Probation Period: 4 months

Pension: 4.5% employer contribution into a auto-enrolment pension