



LOTTERY FUNDED

Job Title:	Fundraising Officer	Job Category:	Administration
Department/Group:	Head Office		
Location:	Sculthorpe Office - Norfolk	Travel Required:	Occasionally
Level/Salary Range:	TBA	Position Type:	6-month Contract with the potential for extension
HR Contact:	A Blumfield	Duration:	37.5 hours per week Start ASAP
Application Deadline	21 st January 2018	Reports to:	Chief Operations Director
Applications Accepted By:			
EMAIL: admin@hawkandowl.org Subject Line: PR Office Application		MAIL: A J Blumfield – Chief Operations Director Hawk & Owl Trust Turf Moor Road, Sculthorpe, Fakenham Norfolk NR21 9JD	
Job Description			
<p>The Hawk and Owl Trust founded in 1969 is the only Charity in the UK solely dedicated to conserving all Britain’s wild birds of prey and their habitats.</p> <p>Owls, falcons, hawks and buzzards are under threat from habitat loss, persecution, nest site loss plus many other factors. The Trust works with farmers and landowners within the local community creating habitats and installing nest boxes. Additionally, we own and manage three nature reserves in England. Sculthorpe Moor in Norfolk, Flyingdales in Yorkshire and Shapwick in Somerset.</p> <p>An exciting opportunity has arisen to join our organisation to assist with Sculthorpe Fen Land Appeal. We are looking for a fundraiser with a proven track record to raise funds for the next stage of our project.</p> <p>The total cost of the whole project including all the infrastructure, land and work £1.8m. A major grant has been applied for from the Heritage Lottery Fund. We are pleased to announce that our 1st round application has been successful.</p> <p>The appeal launched on 16th May 2017. To date, we have raised: £268K through private, corporate and trust donations. £600k remains to be raised.</p>			

Hawk and Owl Trust

Turf Moor Road, Sculthorpe, Fakenham, Norfolk NR21 9GD

Tel: 01328 856 788 Email: admin@hawkandowl.org Web: www.hawkandowl.org

Charity Number: 1058565 Company No: 3254207

Job Summary

- To generate income from Trust and Grantmaking bodies and individuals for the Sculthorpe Fen Land Appeal Project.
- To nurture existing and potential supporters; contributing to the delivery of the matched funding.
- To generate income from corporate sponsors/events.

Main Responsibilities

- To work with the other team members within the project to develop, implement and continually evaluate the trust and grantmaking strategy to maximise potential income from both regular and new Trusts and Foundations.
- To ensure that Trusts income plays an active role in supporting the other fundraising income streams.
- To ensure the efficient use of resources, optimising opportunities to raise the Trust profile and generate income.

Key Tasks

- To research relevant Charitable Trusts and Grantmaking bodies, preparing and writing applications and taking personal responsibility for this income stream.
- To monitor and manage the existing Trust pipeline, recording all trust fundraising activity.
- To further develop compelling funding proposals working closely with relevant colleagues.
- To build relationships with new Trusts and Grantmaking bodies.
- To prepare all relevant reports required by Trusts and Grantmaking bodies.
- To network externally to ensure that Trusts and Grantmaking bodies are kept aware of the funding requirements of the Trust.
- To represent the Trust at cheque presentations and other public events as necessary.
- To monitor and manage the Trusts budget and produce accurate weekly reports, analysing performance against agreed key performance indicators for trust income.
- Liaise closely with the PR & Communications Officer on all relevant stories that can be utilised to enhance both fundraising and public awareness of grantgiving

General

- To be responsible for the coordination of own administration and correspondence utilising office administration support and volunteers as appropriate.
- To take part in strategy and planning meetings alongside other members of the Fundraising Team, in relation to the overall departmental and income generation planning, and input into forecasting and annual budget planning.
- To work with other Fundraising team members on special fundraising projects which span the regional area as required.
- To understand and adhere to the values and objectives of the Trust and local reserve.
- To work in partnership with all other departments across the Trust ensuring activities are integrated, and operational developments are communicated appropriately guaranteeing the public image of the Trust is maintained and enhanced.

Experience, Skills and Abilities

- Candidates will be required to demonstrate a successful track record of Trust and Grantmaking fundraising
- Highly developed written and verbal communication skills
- Demonstrable effective communication skills.
- Ability to organise and plan own work, identifying conflicting demands and establishing clear priorities to meet agreed objective
- Experience of success in delivering results against set targets
- Knowledge of building productive relationships with individuals in helping solicit support from Trusts and Grantmaking bodies
- Demonstrable experience of managing projects and balancing multiple critical priorities.
- Interest and understanding of trends in Trust and Grant Making fundraising.

Personal Qualities

- Excellent communication and negotiation skills
- Ability to balance work to ensure that tasks are achieved
- Ability to enthuse and inspire
- Good interpersonal skills
- Good public liaison skills
- Ability to work under pressure and meet deadlines
- Mature professional outlook dealing with variety of contacts
- Ability to work on own initiative to an agreed programme
- Ability to recognise issues that need referral to Chief Operations Director

Additional Notes

- The candidate must be approachable and able to build a strong rapport with all staff, volunteers and trustees

Reviewed By:		Date:	
Approved By:	AJB	Date:	04/01/2018
Last Updated By:		Date/Time:	