

**Hiring organization**

Carers Choices

**Date posted**

## Fundraising Officer

**Employment Type**

Full-time, Part-time

**Working Hours**

30 – 37.5 hours per week

**Description**

We are seeking a dedicated Fundraiser to join our team and support our fundraising efforts. The ideal candidate will have a passion for making a difference and raising funds for charitable causes through applications to grant making organisations.

**Job Location**

The White House, Kiln Road, SS7 1BU, Benfleet, South Essex

**Base Salary**

£ 22,722 - £ 26,397

**Responsibilities**

- To lead and manage fundraising through a variety of means including donations, foundations and grant programmes, achieving core and project-based funding.
- Secure funding by approaching trusts and businesses
- To become the principal source of knowledge on fundraising in the office
- To fundraise and support other staff to apply through the provision of information and knowledge
- To develop new and imaginative fundraising activities
- To raise awareness of the charity through working with the Marketing and Admin Assistant on social media and web pages
- To increase funds by researching and targeting charitable trusts whose criteria match the charity's aims and activities
- To manage and update databases to record donor contact and preference information
- To carry out additional duties commensurate with the role as and when required.

**Qualifications**

- Excellent standard of writing and English
- Able to communicate effectively, in writing and verbally
- Creativity and the ability to influence
- Computer literate – use Word, Excel, Outlook etc.
- A can-do attitude and empathy for the Charity's goals
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## **Job Benefits**

- Company events
- Company pension
- Employee discount
- Free parking
- On-site parking
- Referral programme
- Sick pay