



Job title	Fundraising Officer
Responsible to	Head of Development
Geographical Reach	North Kent
Base	Dartford
Hours	Part Time, 22.5 Hour per week
Salary	£13.50 per hour
Contract	Permanent

Job Description

Purpose of Post

To drive forward and support Fundraising for North Kent Mind internally and externally.

Structure of the Post

For the calculation of travel expenses, the North Kent Mind Offices in Dartford shall be considered the base throughout, and travel between home and another working venue can only be claimed insofar as it is in excess of the distance between home and base. All time in travel between venues is counted as time worked.

The officer must be flexible to work some evenings and weekends as necessary. The post also includes predominantly in-person working in the office and out in the local community and some remote working. In-person working, set at a minimum level of 80% and remote working set at 20%, unless otherwise instructed by the Head of Development.

A: DUTIES OF THE POST: GENERAL

These duties apply to all North Kent Mind Staff, whichever service they work for:

1. To work within a framework which:
 - i. Abides by all the policies of North Kent Mind, including Equal Opportunities, Confidentiality and Health and Safety.
 - ii. Promotes Social Inclusion, Empowerment, Wellbeing and the Recovery Model
 - iii. Respects, encourages and builds on individual clients' coping strategies, skills and autonomy, and is in keeping with the Codes of Practice for Social Care Workers as defined by the General Social Care Workers
 - iv. Maintains good liaison with any other outside agencies as is necessary.
 - v. Promotes good joint working, links and cross-referral with all North Kent Mind colleagues.
 - vi. Adheres to the principles of the Social Care Standards as defined by the GCSI.
2. To participate in supervision and appraisal
3. To attend staff meetings and team meetings
4. To attend training/meetings and some annual events as required
5. To undertake any other duties which the CEO or Board of Trustees may, from time to time, reasonably delegate or assign.

B. Duties Specific to Post

- Work closely with our Communications Officer and Website Designer.
- Maintain a database of tracking and monitoring all fundraising events and activities.
- Promote fundraising activities and outcomes.

- Manage responses to negative and positive feedback comments if appropriate.
- Keep a calendar of key events for promotion and linking communications and with these.
- Engage and utilise volunteer support.
- Liaising and engagement with national Mind to get support and ideas.
- Support an internal vision for fundraising consistency within the organisation.
- Influence and develop the scope of fundraising
- Ensure implementation and updating of an organisational fundraising strategy
- Compile and supply monthly reports of achievements and outcomes.
- Responsible for stewardship of fundraisers, nurturing new ones, and maintaining a database and CRM of them.
- Leverage technology and our communications to support the fundraiser with fundraising activities.
- Oversee planning, execution, and coordination of fundraising events.
- To reach any targets set by the CEO or Board of Trustees
- Work closely with our Finance Team regarding fundraising activities
- Raise funds, in the community, with philanthropic trusts and via corporate donors.
- Analyse the performance of fundraising activities for effectiveness and costs.
- Collaborate with other organizations and groups within the community to build partnerships and enhance fundraising activities
- To be aware of and follow ethical fundraising practices
- Legacy promotion, including contacting solicitors and funeral directors.
- Manage the whereabouts of fundraising collecting tins and their collection.
- Input into a database of revenue generated, all fundraising and communications events and activities.
- To provide updates and reports on Fundraising income and achievements for review by SLT/Board



Communications Officer

PERSON SPECIFICATION

Criteria	Essential	Desirable
Experience of working in fundraising within the charity sector		✓
Proven track record of successful fundraising	✓	
Experience of and managing donors via stewardship	✓	
Proven creativity and design ability	✓	
Experience of using a range of software and CRM	✓	
Basic understanding of and empathy with mental health issues.		✓
Ability to adhere to and implement fundraising legislation and guidelines	✓	
Able to work within the policies and procedures of North Kent Mind.	✓	
Able to work positively as a member of a team and attend staff meetings and events.	✓	
Good communication and organisational skills with an engaging and enthusiastic manner	✓	
Good public speaker		✓
Good presentation skills	✓	
Able to ask for help or support if needed	✓	
Excellent time-keeping skills.	✓	
Experience in community fundraising	✓	
Experience in corporate fundraising		✓
Able to act on own initiative.	✓	
Flexible approach to work.	✓	
IT literate	✓	
Excellent team working skills	✓	
Excellent organisational skills	✓	