



Fundraising Officer– Job advert

Responsible for:	Supporting the Fundraising Manager to deliver on City of Tree’s fundraising strategy. Focusing on developing unrestricted donations across multiple revenue streams including community, legacy, digital and corporate fundraising.
Hours:	Full time/part time
Contract:	Two Year FTC with potential to extend depending on funding
Reports to:	Fundraising Manager
Salary:	£24,000–£27,000 depending on experience

Role overview

We are looking for a highly motivated, confident individual with great organisational skills who can sell the power of trees and woodlands to potential funders and supporters of City of Trees in Greater Manchester. This is an exciting and rewarding role for someone who is looking to work across multiple fundraising disciplines and establish themselves in our small but agile team.

They will work alongside our existing Fundraising Manager to help deliver our fundraising strategy with a focus on building unrestricted income levels for City of Trees. The ideal candidate is an ambitious self-starter with at least one year’s experience in a fundraising role. The successful applicant will be expected to have a broad understanding of a range of income generation methods including community, legacy, digital and corporate fundraising.

About City of Trees

We are City of Trees, the community forest for Greater Manchester and registered charity. We plant trees, we look after trees, we promote a culture of trees. We plant trees for people; trees to create better, greener places; to boost health and wellbeing; to enhance green skills; and to tackle the climate and biodiversity emergency. We’re rooted here in Greater Manchester, the place we live and work. We are proud to call Greater Manchester home and are passionate about making our region even better, one tree at a time.

The perks

- 25 holiday days a year, plus bank holidays
- Flexi-time
- Vibrant new office in Trafford Park, right next to a tram stop as well as opportunity to work in our city centre office.
- Opportunity to get outside and get your hands dirty with planting and woodland management days.
- Joining a growing, down to earth team
- Going home knowing you've done something good for future generations

Key duties and responsibilities

- Work alongside the Fundraising Manager to implement the fundraising strategy with a focus on building unrestricted income levels for City of Trees.
- Opportunity to grow and develop a range of fundraising disciplines including community, individual giving, digital, legacy and corporate.
- Assist the Fundraising Manager in managing existing key funder relationships and take the lead on developing new funder relationships and revenue streams.
- Play a supporting role in trusts and foundations, working closely with the Business Development team.
- Oversee and maintain accurate supporter records through the use of our CRM system, Donorfy
- Work closely with the communications team on digital fundraising and events.
- Represent City of Trees and raise the profile of the organisation externally by giving presentations and pitching to prospective clients.
- Helping to develop other methods of income generation and keeping on top of current trends and best practice in fundraising
- To undertake informal and formal training as agreed
- Carry out duties with full regard to equal opportunities and health and safety policies.
- Undertake any other duties which may reasonably be requested and to work in a flexible manner.

Person specification

	Essential	Desirable
Experience		
Broad experience across multiple fundraising disciplines i.e legacy, individual giving, community and corporate fundraising.	X	
Experience of stewarding key client and/or funder relationships	X	
Experience in planning, organising and delivering fundraising campaigns and activities, including digital fundraising.	X	
Experience of using a CRM system such as donorfy, salesforce, Raisers Edge or ThankQ	X	
Excellent research skills with experience of identifying quality new fundraising leads	X	
Experience of applying for grant and trust applications		X
Knowledge and Skills		
Understanding of the charity sector – both the challenges and opportunities	X	
Business and financial acumen	X	
A solid understanding of regulations that affect fundraising activity including the Code of Fundraising Practice and GDPR	X	
Strong prioritisation skills and ability to work independently	X	

Understanding of social media and it's potential for fundraising	X	
Ability to manage a diverse and busy workload and prioritise the areas with the most ROI	X	
Understanding of the environment sector and landscape		X
Good communication skills and a creative, collaborative approach to fundraising	X	
Personal attributes		
Confident, professional and approachable	X	
Good influencing and negotiation skills	X	
An interest in the environment and sustainability agenda	X	

Application information

If you are interested in this role, please submit a full cv to our HR Team at hr@cityoftrees.org.uk detailing your relevant skills and experience.

The closing date for this role is Friday 26th April. We are an equal opportunities employer and welcome applicants from all sections of the community.