

The Nehemiah Project

Fundraising & Communications Officer Job Description

Background

The Nehemiah Project is a charity providing a home and support for vulnerable men with a history of addiction, crime and homelessness.

This exciting role is new, and we are looking to appoint an enthusiastic, self-motivated and proactive fundraising and communications officer who can demonstrate a real passion for fundraising and who can make a tangible contribution to increasing the charity's funding position. We require someone who understands the nature of what we do, and can empathise with the vulnerable men we support.

Overview of the role

Fundraising is an integral focus of income generation for the charity and this post will contribute towards delivering the Fundraising Strategy for the charity.

Communications is a key component of this role as the successful applicant will contribute towards delivering the charities' Communications Strategy including its social media profile, publications and contribute towards the production of its promotional materials.

Job Purpose

- To take responsibility for producing The Nehemiah Project's external communications
- Raise awareness of The Nehemiah Project's brand, services and reputation
- Contribute towards fundraising targets

MAIN DUTIES AND RESPONSIBILITIES

Communications

- To manage The Nehemiah Project website and social media sites, preparing relevant content for publication
- To produce case studies about The Nehemiah Project Residents for the website, media use and fundraising
- Maintaining a database of photo, case studies and research/evidence to promote our work
- Write and distribute press releases to print, radio and television and respond to media enquiries
- To send quarterly update newsletters to all external stakeholders
- Run Communications campaigns to raise awareness of our services
- Represent the charity in a variety of settings including presentations and talks, exhibitions and events to inform potential supporters about the Charity's vision, mission and work

Fundraising

- To contribute towards the delivery of the Charity's Fundraising Strategy
- Raise funds for our cause and regularly meet or surpass fundraising targets
- Prepare materials for charitable events, such as fundraising envelopes/bid sheets/gift bags

- Research and identify potential donors/corporate sponsorship to feed into the prospect pipeline
- Develop and maintain a database of supporter, donors and potential funders
- To forge long-term mutually beneficial relationships with individual, trust and church supporters and raise funds towards the ongoing work of the Charity
- Develop a stewardship journey for corporates and individual donors supporting the charity ensuring the smooth-running of communications and follow-ups with donors
- Monitor progress and impact of fundraising drive.
- Coordinate, prepare and submit small grant/trust applications for funding as agreed with the manager and in accordance with the charity's mission and strategic plan
- In the case of grant funding ensure that monitoring and evaluation processes are embedded across the organisation, ensuring that all grant conditions are met. To support the Development Director with project evaluation and the completion of the end of project reports
- Respond to enquiries from the public including responding to requests for information and material
- Produce Fundraising reports for the SMT
- Give talks and presentations to local organisations to raise awareness of and support for The Nehemiah Project.

General

- To develop team spirit and co-operative working across all teams, internal and externally
- To be self-motivating, able to make decisions at an appropriate level and enthusiastic about working for a charitable organisation
- To undertake any such additional duties that are reasonably commensurate with the level of this post
- To undertake/attend any training and/or meetings as required by the job role
- To promote a positive image of The Nehemiah Project and the service, working as part of an integrated team
- Ensure all aspects of the Charity's Equality and Diversity and Health and Safety policies are implemented effectively
- Every employee has a responsibility to ensure that their work complies with the Financial Regulations of the Charity

Due to the nature of work, this post is exempt from the Rehabilitation of Offenders Act 1974 and will therefore require you to disclose all criminal convictions and comply with a Criminal Records Bureau check

During the employment you will well and faithfully serve the Charity and will devote the whole of your attention and skills to your duties during such hours as you are required to work.

All employees are required by Section 7 of the Health and Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions

This job description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It will be reviewed periodically to take into account changes and developments in-service requirements. Any changes will be discussed fully with the jobholder.