

Development Officer (Peterborough and Fenland), Cambridgeshire Community Foundation (CCF) – part-time role (up to 12 hours per week). 1 year fixed term contract.

- Reporting to Chief Executive
- Based in Peterborough or Fenland, including home-based working with regular travel across Cambridgeshire
- Frequent travel across Cambridgeshire and therefore a driving license and access to a vehicle is a requirement

About CCF

CCF is a registered charity looking to recruit a Development Officer to join our passionate and dedicated team. We work all over Cambridgeshire and Peterborough and are part of worldwide network of Community Foundations on a mission to improve lives and communities in their local areas. Last year we distributed over £1.5 million in grants to some of the very smallest charities doing invaluable grassroots-level work in our communities....and we want to do more.

This vacancy offers an exciting opportunity to play a key role in our growing team - connecting people who care with local causes that matter and developing a community asset-based approach.

We manage funds set up by individuals and companies and distribute the money from these funds among local groups undertaking charitable work. Currently, we have over 70 funds, each with a specific focus, which may be geographical (e.g. Peterborough, Fenland), thematic (e.g. education, environment), or beneficiary-focused (e.g. Looked-After Children). Our grant-making programme is a simple way for donors to support the causes they care about, and for local groups to access funding which is local to them.

Our work includes marketing funds to the groups who would be most interested, identifying new donors and building relationships with existing donors, attending local funding events to advertise our funds, and supporting groups through our application process. We also conduct social research into issues in our region, publishing this work as our Vital Signs report every year, as well as producing a magazine which includes news about our work and the great things our grants help to achieve.

About Peterborough's Integrated Communities

Peterborough is one of five Local Integration Areas in England. This means that Peterborough has received some extra funding from Government specifically to support better integrated, more cohesive, happier communities. CCF and Peterborough City Council are working together to help to achieve this aim.

About the Role

To develop, support and promote the Community Foundation's work, philanthropy and grant-making opportunities to meet targeted needs for people and communities in and around Peterborough and Fenland. To support the generation income through private and corporate relationships in Peterborough and Fenland, including establishing new funds, recruiting for the Friends programme, sponsorship and nurturing and extending the foundation's network of decision makers and influencers; and act as an advocate for the foundation. To build the Community Foundation's work in supporting the integrated communities' strategy. To help develop the effectiveness and scale of existing funds for people and communities in and around Peterborough and Fenland.

What we need from you

- Ability to work with a range of stakeholders, donors and community groups.
- Ability to research and provide advice on community needs, and opportunities to develop philanthropy, relevant to donors' interests and wishes
- Ability to understand and develop relationships with the voluntary sector and community groups
- Ability to work collaboratively with CCF CEO, Operations manager, Trustees and volunteers

Main Tasks

1. Fundraising and development: work with the CEO to secure new income and support the development of relationships with current donors to grow philanthropy to meet the needs for people and communities in and around Peterborough and Fenland.

a. Income generation: working to an agreed personal target, securing income from a range of new and existing donors including, but not limited to, the following:

- Corporate
- Major Donors
- Friends
- Campaigns and appeals
- Events

b. Relationship management: support the CEO to engage stakeholders including prospective donors and current donors

c. Maintain records of contacts, funding proposals and their status and ensure all records are kept up-to-date with relevant information

2. Peterborough Integrated Communities:

Build connections with Peterborough's Integrated Communities Programme by:

- Connecting with the Time Credits programme to support opportunities to develop volunteering within Peterborough.
- Connecting with the Asset-based Community Development programme operating in Peterborough in order to identify potential local "connectors" who can build on existing strengths within their local communities.
- Connecting with the Peterborough Citizens Assembly programme in order to identify and signpost potential community leaders to participate in the Assembly.

Work with voluntary sector organisations who submitted bids to Peterborough's Communities Fund to:

- Ensure that successful grant recipients submit evaluation reports at prescribed intervals
- Produce an end-of -programme evaluation report on the outcomes of funded projects
- Identify and signpost to additional funding sources to support the work of successful and unsuccessful bidders.

3. Communications, marketing and PR: work with the CEO and Operations Manager to nurture and increase CCF's stakeholder base in Peterborough and Fenland using a wide range of engaging events and communication methods, in line with CCF's marketing strategy.

a. Manage and deliver events in Peterborough and Fenland to raise CCF's profile and grow stakeholder base

b. Work proactively within the community across the region with community groups to raise CCF profile as a grant provider and develop understanding of local needs

4. Undertake any other reasonable responsibilities as directed by the CEO.

Person Specification

- Educated to degree level or equivalent
- At least 1-year experience of fundraising experience or other transferable experience of securing new business in a commercial sales environment
- At least 1-year experience of working with or within the voluntary & community sector

- A working knowledge of the principles of fundraising to include identification, research, solicitation and stewardship
- Strong administrative and organisational skills
- Excellent interpersonal, networking and communication skills.
- Strong influencing and negotiation skills
- Good organisation, administrative and report-writing skills
- Computer literate and able to be self-starting
- Strong commitment to the values of the Community Foundation
- Enthusiasm, flexibility and the ability to cope well under pressure.
- A good team player who able to support and work collaboratively with colleagues
- Willingness to undertake occasional evening/weekend duties and travel outside the region

Desirable Experience

- Experience of creating and managing fundraising campaigns
- Experience of planning and running fundraising events
- An understanding of the needs and community landscape of Peterborough and Fenland
- Experience of public speaking
- A working knowledge of marketing and communications including social media and public relations
- Experience of using a database to manage relationships and pipelines

Personal Qualities

- A strategic and creative thinker
- Confident, persuasive, authoritative and approachable manner.
- Flexibility and a practical 'can do' approach
- Highly motivated and commercially astute
- Positive, resilient and supportive
- Willingness to undertake travel throughout Cambridgeshire

Terms & conditions

Salary: £22,500 per annum pro rata

Hours: up to 12 hours per week (flexible working pattern to be agreed)

Holiday Entitlement: 25 days pro rata for part-time

Fixed-term: 1-year contract (with 3 months' notice)

Probation Period: 3 months

Pension: employer contribution into an auto-enrolment pension

Apply

No agencies please

Closing date: 10am on Monday 3rd February 2020

Interviews will take place in Peterborough w/c 10th February 2020

To apply & for more information, please contact:

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