

Job Description

Job title	Fundraising & Comms Officer (Remote)
Reporting To:	ILFA CEO
Hours:	37.5 hours/week (Full Time)
Main purposes of job:	<p>The purpose of this role is to devise and implement sustainable fundraising strategies and workplans to achieve ILFA's annual targets through maintaining and growing our existing donor-base and securing new and sustainable sources of contributions.</p> <p>Currently most of our fundraising is led by our members and supported by our Stakeholder Engagement Lead, but we also host an annual event, have corporate funding/ partnerships and tax reclaims. Future fundraising plans include building digital campaigns and other events that grow our community fundraising and legacy programme.</p>
Key tasks:	<p>Fundraising:</p> <ul style="list-style-type: none"> • Support the Stakeholder Engagement Lead in Implementing ILFA's fundraising plan, retention of existing donors and acquiring new ones. <ul style="list-style-type: none"> ○ Recording all relevant details on CRM ○ Follow-up calls to donors, volunteers and fundraisers as appropriate ○ Provision of testimonials from events/fundraisers for inclusion in social media campaigns ○ Provision of content for member communications ○ Maintain comprehensive and accurate fundraising records (donation receipts). • Support the Stakeholder Engagement lead with planning and running major annual events. <ul style="list-style-type: none"> ○ Creating marketing materials ○ Providing content to advertise the event on social media, ○ Recruiting participants and follow up with participants ○ Support event logistics (venue, health and safety, compliance, volunteer mobilisation, and local promotion.) • Support the Stakeholder Engagement Lead in Donor/ Corporate Partnership Management, assessing and responding to fundraising opportunities as they arise, preparing for Donor meetings, and providing best practice donor care. • Organise and lead the production of fundraising promotional materials as required. • Work with the highest levels of integrity, honesty, and without exception following the legal requirements, and best practices in fundraising.

	Communications: <ul style="list-style-type: none"> • Work collaboratively to manage ILFA’s social media platforms (Facebook, Instagram, LinkedIn, X, BlueSky). • Coordinate the production and provide content for ILFA newsletters. • Work with the Administrative and Stakeholder Engagement Leads on ensuring appropriate fundraising content for member communications. • Help prepare clear and visually compelling donor reports and presentations. • Monitor ILFA’s website from a fundraising viewpoint and ensure its potential as a fundraising tool is maximised.
Key Competencies	<ul style="list-style-type: none"> • 2+ years proven experience in working in fundraising/ sales /communications (preferably as part of a small team) • Continuing professional education (or a certificate) in fundraising, sales, marketing or a related field desirable • Comfortable working independently in a virtual environment • Strong creative, strategic, analytical, organisational, and personal related skills and experience delivering plans • Strong presentation and communication skills • Strong ability in: Office 365 (Excel, PowerPoint, Excel, Word etc.) Mailchimp, and Salesforce CRM. • Digital marketing experience desirable – social media content management and email marketing, etc. • Full clean driving licence and own car are desirable