

# Job Description

<b>Job title</b>	Fundraising & Comms Officer (Remote)
<b>Reporting To:</b>	ILFA CEO
<b>Hours:</b>	37.5 hours/week (Full Time)
<b>Main purposes of job:</b>	<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>
<b>Key tasks:</b>	<p><b>Fundraising:</b></p> <ul style="list-style-type: none"> <li>• 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"> <li>○ Recording all relevant details on CRM</li> <li>○ Follow-up calls to donors, volunteers and fundraisers as appropriate</li> <li>○ Provision of testimonials from events/fundraisers for inclusion in social media campaigns</li> <li>○ Provision of content for member communications</li> <li>○ Maintain comprehensive and accurate fundraising records (donation receipts).</li> </ul> </li> <li>• Support the Stakeholder Engagement lead with planning and running major annual events. <ul style="list-style-type: none"> <li>○ Creating marketing materials</li> <li>○ Providing content to advertise the event on social media,</li> <li>○ Recruiting participants and follow up with participants</li> <li>○ Support event logistics (venue, health and safety, compliance, volunteer mobilisation, and local promotion.)</li> </ul> </li> <li>• 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.</li> <li>• Organise and lead the production of fundraising promotional materials as required.</li> <li>• Work with the highest levels of integrity, honesty, and without exception following the legal requirements, and best practices in fundraising.</li> </ul>

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