**CND Fundraising Officer (Grants and Major Gifts)**

The purpose of the CND staff team is to facilitate the promotion of the core message of the Campaign for Nuclear Disarmament, which is that all nuclear weapons are morally and practically indefensible and therefore should be abolished. The job holder will be committed to CND's long term aim of global nuclear disarmament and to its strategic priorities.

**Overview**

The Fundraising Officer (Grants and Major Gifts (GMG)) has responsibility for the development and implementation of our grant fundraising strategy, and our major gifts strategy. Working with colleagues across the organisation, this role aims to identify and benefit from new funding streams and optimise the engagement of existing supporters. As part of the membership & fundraising team the post holder contributes to CND's overall fundraising and supporter development strategy to create new and innovative approaches to CND fundraising and supporter development. The contract is temporary and forecast to last 18 months, including a three-month probation period.

**Specific Responsibilities**

**Grants**

1. Lead on the development and implementation of the grant fundraising strategy, including planning, research, writing funding proposals and donor reporting.
2. Lead on researching and identifying new sources of grant income.
3. Work with the Campaigns teams to package the organisation’s work and to write bespoke funding applications that are compelling and engaging.

**Major Gifts**

1. Build productive relationships with new and existing funders, provide effective donor stewardship, and grow the level of funding from this income stream.
2. Lead on the development and implementation of the major gift strategy including prospect research, funding proposals, engagement and donor recognition opportunities.

**General Fundraising Responsibilities**

1. Contribute to the continuous development and implementation of CND’s fundraising and supporter development strategy and the overall planning of activities, with the support of the Membership and Fundraising (M&F) team and with reference to the CND Treasurer.
2. Develop the legacy marketing strategy, implementing campaigns to recruit and retain legacy supporters.
3. Contribute to the day to day administration of a number of CND’s fundraising appeals to membership, current supporters and new audiences by effective use of the CND database.

# General Responsibilities

1. Be a day-to-day contact for general enquiries
2. Participate fully in CND's teamwork ethos
3. Where appropriate, hold spending budgets
4. Promote and develop the role of volunteer and trainee staff within their area of responsibility.
5. Have responsibility for advancing the Fundraising Officer's skills in the post holder's areas of expertise.

**Flexibility**

The post holder is expected to be responsive to CND's policies, priorities and the changing needs of the Campaign, and will be expected to adapt the workload as required. In particular, they will be prepared where necessary and if appropriate to assist with the work of the other staff. The post holder is expected to attend relevant meetings and briefings both within and outside the office, some of which may be outside normal office hours.

**Management**

The Fundraising is accountable to CND Council through CND's management structure. The Fundraising Officer (GMG) will be directed by the CND officer team and will be line managed by a member of this team, which in the first instance will be the General Secretary. The Fundraising Officer (GMG) will also report regularly to the CND Treasurer.

# Hours of work and leave

Regular working hours are 17.5 hours per week. It is inevitable that in the nature of CND's work the Fundraising Manager will occasionally exceed this. When more hours are worked, time may be taken off in lieu by arrangement with other members of the Team and with the appropriate member of management. Holiday entitlement is 28 days per annum (pro rata) plus bank holidays (pro rata).

### Person Specification

**Essential attributes**

1. Commitment to the aims and objectives of CND
2. Experience of Trust funding
3. Experience of high value donor management.
4. Ability to plan strategically, set achievable goals and be flexible in a changing working environment
5. Experience of data management and evidence based supporter targeting in fundraising activities, ideally in the voluntary sector
6. Experience of using relational databases (preferably Raisers Edge) and Excel spreadsheets
7. Excellent organisational abilities, ideally evident in a campaigning environment
8. Excellent communication skills both verbal and written
9. Experience of legacy administration and promotion.
10. Ability to work as part of a team
11. Experience of working to and meeting tight deadlines, taking initiative, prioritising.
12. Commitment to an equal opportunities policy

## Desirable attributes

1. Working knowledge of GDPR and data protection legislation
2. Experience of working in a membership department or customer relations
3. A clean driving licence