

RICE – THE RESEARCH INSTITUTE FOR THE CARE OF OLDER PEOPLE

FUNDRAISING OFFICER - JOB DESCRIPTION

POST:	Fundraising Officer – trusts, foundations and major donors
STARTING SALARY RANGE:	£ 28,280 - pro-rata 0.6 FTE
TERM:	Fixed term to December 2019 (subject to review in 2019)
HOURS:	Part time 22.5 hours/week, with some evening and weekend working
QUALIFICATIONS:	Fundraising professional with charity/not-for-profit experience
ACCOUNTABLE TO:	Fundraising and Development Manager

JOB SUMMARY:

To identify opportunities, grow income from and develop long-term relationships with charitable trusts and major donors, in particular through our multi-year DementiaPlus Appeal. The role would suit an experienced fundraising officer with particular experience in these areas.

GENERAL

RICE – The Research Institute for the Care of Older People has been helping older people live better lives since 1985. Our vision is to make growing older better by undertaking clinical research to improve the diagnosis, medical treatment and care of Alzheimer's disease, other dementias and other related diseases that are particularly relevant to older people.

RICE is an independent registered charity dedicated to essential research and providing support for people with dementia, their families and carers, and to improving the quality of life of everyone involved. We also provide contracted NHS Memory Clinics for the Bath and North East Somerset (BaNES) area. Our internationally renowned dementia research and treatment centre is located at our purpose built facility in Bath, which is on the Royal United Hospital (RUH) site. The focus of our research has been on memory problems and dementia, particularly Alzheimer's disease, and we are now extending our expertise to include other related diseases in older age.

In 2015, we embarked on an ambitious new phase of our development, which includes plans to significantly increase our clinical and academic research programme. In strategic partnerships with the University of Bristol and the Royal United Hospitals Bath NHS Foundation Trust (RUH) we have appointed a RICE Professor of Old Age Psychiatry, and with the RUH, a Consultant Geriatrician, and we are working to expand our facilities at the RICE Centre. Following a mid-term strategy review in 2017 we re-launched our major appeal, the DementiaPlus Appeal in September.

THE ROLE

You will be joining RICE at an important and exciting time for the organisation, and your role will be key to achieving RICE's major DementiaPlus Appeal and strategic plan through 2019 and our plans to grow and diversify our income in the coming years. You will work across a multi-disciplinary team to ensure that existing income streams are maintained whilst seeking new opportunities to develop support from and long-term relationships with charitable trusts and major donors. In particular, we are looking for experience of successful income growth for a small charity/not-for-profit company (**c. £1m turnover**), with a focus primarily on developing support from and relationships with charitable trusts and foundations and major donors.

To be successful, you will have proven experience of researching, approaching and managing such fundraising income streams, and will have a track record of meeting financial targets and significantly growing income. You will be highly organised, able to manage multiple prospects and to spot and explore opportunities, analyse results and input to future planning. You will enjoy working in a small team and will have the ability to work on your own and to deliver to deadlines and targets. Your interest in health and research charities and/or previous experience of working with people with dementia and with patients in the older age group will be an advantage.

This is a new role in a small and effective team. For the right candidate this is a great opportunity to make the role your own, have an immediate impact in the team and develop your fundraising skills further.

Hours of work are normally 9.00am – 5.00pm, with 30 minutes lunch, and as with any busy fundraising role some evening and weekend work is required.

KEY RESPONSIBILITIES

1. Charitable trusts and foundations

- Work closely with the Fundraising and Development Manager to achieve a successful DementiaPlus Appeal and develop the funding pipeline.
- Identify potential charitable trusts and foundations (private and corporate), prepare tailored applications and cultivate appropriate relationships with Trustees and administrators.
- Input to analysis and strategy, including on return on investment (ROI) and impact reports.
- Compile post grant reports and organise donor presentations when relevant.

2. Major donors

- Identify, cultivate relationships and manage a portfolio of prospects and major donors to uplift our existing pool of supporters and secure support from new major donors.
- Identify opportunities to develop new networks of significant supporters.
- Compile relevant reports and organise donor presentations when relevant.

3. Fundraising communications

- Develop research information and case studies aligned with our clinical and research strategy, which can be used with a variety of audiences to support fundraising proposals and donor communications.
- Promote the work of RICE to visitors, special interest groups and members of the public, and represent RICE at external functions.

4. Compliance, analysis and reporting

Working with colleagues:

- Ensure all fundraising and communication activity is in line with regulation and follows best practice.
- Deliver excellent donor care at all times and ensure accurate and timely communications with donors, including bespoke correspondence.
- Input to analysis and to progress and impact monitoring.
- Maintain a 'clean' and comprehensive database and accurate record keeping of all canvassed donors and prospects
- Work closely with the Fundraising and Development Manager and Finance Manager to ensure accurate and timely financial information is included in reports such as those to the Board of Trustees, planning and annual budgets, and fundraising projects have appropriate financial input and cost recovery.

PROFESSIONAL & EDUCATIONAL RESPONSIBILITIES:

- Abide by all legal and statutory regulations relating to RICE as a charity and our fundraising and communications activity, our policies and appropriate Standard Operating Procedures (SOPs).

- Contribute as appropriate to educational sessions, eg Journal Club and Communications.

OTHER RESPONSIBILITIES

- All RICE staff must be eligible to work in the United Kingdom.
- All staff are required to undergo full DBS checks.

CONFIDENTIALITY AND INFORMATION GOVERNANCE

Much of our work is of a confidential nature. All employees sign a confidentiality statement on commencement and termination of employment agreeing confidentiality must be maintained on any information – verbal or written – that is learned as part of our clinical activities and research programme.

SAFEGUARDING ADULTS AND CHILDREN

All staff have a responsibility to safeguard adults and children, which includes an understanding of and commitment to the relevant policies and procedures.

HEALTH & SAFETY

- All staff must comply with Health and Safety legislation, policies and practice.
- RICE positively promotes health. Smoking is prohibited in RICE, on the Royal United Hospitals site and on NHS premises.

EQUAL OPPORTUNITIES

RICE - The Research Institute for the Care of Older People is committed to equality of opportunity in the workplace.

ANNUAL REVIEW AND APPRAISAL

The post holder will agree annual objectives in line with RICE annual review and appraisal practice.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • At least 2-3 years proven experience of relationship management and income growth through charitable trusts and foundations and/or major donor programmes. • Demonstrable researching and prospecting skills. • Experience of preparing tailored proposals and reports. • Understanding of charity governance and regulatory requirements as relate to fundraising and communication activities. • Strong verbal and written communication across different audiences and interest groups. • Ability to document and communicate the work of the charity and its impact to a range of audiences. • Knowledge of databases and fundraising applications. • Strong IT skills, including Microsoft and design packages. 	<ul style="list-style-type: none"> • Experience of multi-year fundraising appeals. • Membership of Institute of Fundraising or a relevant professional organisation and/or recognised qualification. • Experience of working in a small organisation. • Familiarity with and commitment to health and research charities and/or previous experience of working with people with dementia and with patients in the older age group. • A current clean driving licence and the availability of a car insured for business use.