

**Post title:** Fundraising and Business Development officer  
**Hours:** 20hrs/week  
**Salary:** £25,000 to £27,000 *pro rata* plus 6% pension contribution  
**Location:** Flexible, usually with time each week at Heron Court Road, Bournemouth  
**Line Manager:** Communications Manager

### **About us**

Faithworks is a local Christian charity dedicated to supporting individuals in crisis across Dorset. We provide practical help and build hope through projects focused on food poverty, debt, homelessness, and social isolation. Our mission is to walk alongside people during tough times, helping them find resilience and new purpose.

### **What is the purpose of this job?**

We're looking for a proactive and people-focused Fundraising & Business Development Officer to help grow our charity's income and partnerships. Working closely with our Communications Manager you'll develop creative fundraising initiatives, connect with businesses, and find new opportunities to support our work.

### **What makes a successful job holder?**

The ideal candidate will have a proven track record in fundraising, excellent relationship-building skills, and a passion for our mission. They will be able to work as a team, but also take the initiative where appropriate to build our external network.

### **What will I have to do? Duties and responsibilities**

- **Major Donor Stewardship:**
  - Nurture and maintain strong relationships with existing and potential major donors.
  - Create personalised engagement plans for major donors, ensuring regular communication and updates on the impact of their contributions.
  - Increase the number of major donors.
- **Develop & Run Fundraising Campaigns:**
  - Lead the planning and execution of at least 2 fundraising campaigns/ events per year (e.g. finding and supporting sponsoring participants for the Bournemouth Marathon Weekend).
  - Collaborate with the marketing and communications team to create compelling fundraising materials and messages for those who wish to raise funds for Faithworks.
  - Provide support to fundraisers on their sponsorship journey (both before and after their event), ensuring they have a great experience of working with us.
- **Business Development:**

- Identify and develop new business partnerships.
- Develop and maintain relationships with corporate partners.
- Increase funding from the corporate/ business community.
- **Reporting and Analysis:**
  - Monitor and evaluate the effectiveness of fundraising activities and campaigns.
  - Reports on fundraising progress, donor engagement, and financial outcomes to the leadership team.
  - Use data and insights to inform and improve fundraising strategies.
- Any other duty or task commensurate with the role which may be required.

**Person specification: Skills, competences and experience:**

- Experience in fundraising, ideally within the corporate / events areas.
- Strong interpersonal and communication skills, with the ability to build and maintain relationships with diverse stakeholders.
- Excellent organizational and project management skills with good attention to detail.
- Ability to work independently and as part of a team.
- Passion for the mission and values of Faithworks.
- ICT and PC skills in relation to MS Office programs.
- Ability to work on multiple projects simultaneously and meet deadlines.
- Able to travel in timely fashion to venues around the BCP area.
- You will have a proactive and positive attitude.
- Willing to work flexibly (whilst there will be a core hours structure, specific times and locations may vary depending on the needs of our partners).