

Fundraising and Communications Officer Job Description

Location: Hybrid (home-based and office working in London and Brighton)

Reporting to: Fundraising and Communications Manager

Contract type: Full time

Expected start: June 2023

Annual salary: £28,000-£30,000 (depending on experience)

ABOUT DEAFKIDZ INTERNATIONAL

DeafKidz International (DKI) is the UK's leading organisation working to ensure that deaf children and young people are able to live safely and without fear of stigma, discrimination and abuse in their communication mode of choice. With safeguarding at the heart of all we do, DeafKidz International aims to respond comprehensively to the safeguarding and protection of deaf children and young people worldwide.

JOB PURPOSE

This is an exciting time to join a small but growing charity, as we enter DKI's tenth year of operation and next phase of our strategy. This Fundraising and Communications Officer role is a fantastic opportunity for a fundraiser keen to develop their skills and make a direct impact to the lives of deaf children and young people worldwide. This role will support the Fundraising and Communications Manager in all fundraising streams (institutions, trusts, individuals, corporates, events and community) conduct prospect research and donor management as well as supporting communications to raise awareness of DeafKidz International's important work.

KEY TASKS AND RESPONSIBILITIES

- Co-ordinate and plan community and events fundraising, both DKI events, challenge events and supporting fundraisers own events (hosted by schools, individuals, community groups or corporates)
- Participate in the creation and design of new fundraising initiatives
- Support the Fundraising and Communications Manager in all areas of fundraising streams – includes Trusts and Foundations, Individual Giving, Corporate, Digital, Community and Event Fundraising
- Conduct prospect research to identify new funding opportunities from Institutional Donors, Trusts and Foundations and Corporates
- Develop and maintain a detailed prospect pipeline, including development of compelling applications and propositions to funders including Trusts and Foundations, Institutions and Corporates
- Support the planning and organisation of digital campaigns or fundraising appeals
- Maintain record keeping, donor database and support donor reporting
- Provide administrative support where needed
- Providing support with DKI communications including content creations for marketing and social media where needed

This Job Description does not provide an exhaustive list of duties and may be reviewed in conjunction with the post holder as the role develops.

JOB LOCATION

The role is expected to be largely home-based and remote with some office-working and in-person meetings on a regular basis. Office working will mostly be within London and Brighton, though some travel may be required if meetings and conferences are held in other locations within the UK.

PERSON SPECIFICATION

The successful candidate will fulfil most of the following criteria:

Essential:

- Experience of fundraising/working in the charity sector
- Experience in community fundraising/organizing and planning events
- Experience in conducting prospect research and developing funding bids
- Experience of social media platforms (including Facebook, Twitter, Instagram and LinkedIn)
- Ability to inform and engage through written communication
- Keen learner, able to work as part of a team and with people from different backgrounds and cultures
- Excellent IT skills (including but not limited to use of MS Outlook, Word, Excel and Powerpoint)
- Highly organised and able to plan own work and prioritise tasks
- Interest in international development, and our work and cause
- A high proportion of your work will be based from home, however you must willing to work from the office when needed and travel away from your home for meetings and events
- Strong ability to pro-actively engage with a range of stakeholders in-person and remotely (e.g zoom/phone)
- A willingness and desire to learn and grow in relation to the work of DKI and the role itself

Desirable:

- Lived deaf experience
- Experience working with deaf people or people with disabilities
- Experience of creating copy and content for marketing and communications materials
- Experience of website software such as WordPress and/or digital editing software such as Canva or Photoshop
- Experience of using donor databases and donation platforms such as Donorfy or Raiser's Edge or Enthuse

CORE BEHAVIOURS

Team working:

- Builds and maintains effective relationships, with colleagues, donors and partners
- Values diversity, sees it as a source of competitive strength
- Enthusiastic, positive and collaborative

Results-driven:

- Solution and results-focused
- Takes initiative, persists at tasks and pursues completion of objectives

Flexibility

- Is open to change and new information.
- Adapts to new information, changing conditions or unexpected obstacles quickly

Innovation:

- Thinks 'outside the box'

Integrity:

- Honest, open and transparent
- Upholds DeafKidz International's values
- Acts without consideration of personal gain
- Takes prompt action in cases of unprofessional or unethical behaviour and inappropriate conduct

TO APPLY

Applications should be sent to recruitment@deafkidzinternational.org by Monday 29th May 2023 and should include:

- A short (one page) cover letter addressing the person specification above, explaining your interest and suitability for the role; and
- CV (maximum 2 pages) outlining your education and experience.

Interviews are likely to be held in person in London (or via Zoom if needed) in the week commencing 5th June 2023

DeafKidz International is an equal opportunities employer and we positively welcome applications from all suitably qualified persons regardless of their age, disability, gender, marriage or family status, race, religion or belief, sexual orientation, or any other basis. **We are particularly seeking applications from deaf people for this role.**

DeafKidz International has zero tolerance of abuse, exploitation, inappropriate behaviour or harassment of any kind. We are committed to the safeguarding and protection of children, vulnerable adults, beneficiaries and our staff. All staff, consultants and volunteers are required to share in this commitment through our Code of Conduct. We will undertake pre-employment checks including references and criminal record checks as appropriate.

If you have any questions about the role please contact info@deafkidzinternational.org

LEARN MORE ABOUT US HERE:

<http://www.deafkidzinternational.org/>