

UK DEAF SPORT JOB DESCRIPTION

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| Job Title: | Fundraising Officer |
| Salary range: | £23,000 - £28,000 |
| Hours of work: | Full Time |
| Unit/Team/Region: | National (England) |
| Location: | Working from home |
| Responsible to: | Executive Director |
| Contract status: | This role is funded by Sport England This role is funded for one year when the successful candidate starts. |
| Annual Leave: | 25 days annual leave plus bank holidays per annum. |

OVERVIEW

We are UK Deaf Sport, the lead organisation for deaf sports in UK. We give support, raise awareness and campaign for deaf people, so they have the equal opportunities in sport and physical activity as everyone else.

There are 11 million deaf people in the UK. We're here for every deaf adult who needs us – no matter what their level or type of deafness or how they communicate. We support Deaf children, young people and adults, and work with decision-makers and professionals to overcome the challenges and barriers that prevent equal opportunities for deaf people in sport.

Alongside our colleagues we champion equal access and advocate for opportunities in deaf sports on an international stage with our partners.

This role will work towards ensuring that UK Deaf Sport continues to support deaf people, partners and organisations that need us most by growing and diversifying our fundraising income.

We are looking for a fundraising lead to realise our income target and ensure we can reach our scaling and impact ambitions. Reporting to Executive Director and working closely with the Executive team, you will be responsible for the growth and diversification of our fundraising income including: developing our approach to regional growth, managing our grants process end to end, establishing our approach to corporate partnerships and leading fundraising best practice within the organisation and beyond.

Key Responsibilities

- Identify and generate new funding opportunities to achieve our target of £120,000 in the next year by:
 - Growing and managing our funding pipeline, across trusts, major donors and corporate partnerships
 - Making connections and identifying new opportunities through targeted research
 - Writing applications and proposals and leading in-person/virtual pitches
- Oversee existing and new partnerships, funder relationships and projects to maintain long-term support through:
 - High-quality relationship building and stewardship
 - Report-writing and personal communications
 - Proactive project management
- Work closely with the Executive team to secure project-based funding for UK Deaf Sport work areas
- Work closely with the Executive Director to further develop UK Deaf Sport five-year fundraising strategy and drive a focus on growth and sustainability across the organisation
- Work closely with our Engagement officer to develop our funder messaging, profiling and engagement
- Regularly review the charity's position within the fundraising landscape and identify opportunities and risks that may impact our work
- Be an invaluable part of the Executive team, demonstrating our values of trust and integrity and contributing ideas, energy, proactivity & drive.

You will love this job if...

- You are energised by unlocking opportunities, making things happen and seeing a plan through
- You love to tell a story, enjoy connecting people with a cause and are bold enough to ask for support that you know will lead to great outcomes
- You are excited to make your mark on a growing, fast-paced organisation with big ambitions
- You are passionate about UK Deaf Sport's vision for every deaf person active and inspired by sport and physical activity

Fundraising Officer Person Specification

Education / Experience / Knowledge

Essential:

- Excellent written and oral communication skills with a keen eye for detail
- Excellent research skills
- Strong track record in delivering to tight deadlines
- Excellent organisational and project management skills
- Evidence of good negotiation skills
- Highly computer literate, with particular experience of using Microsoft Office packages including Word and Excel
- Excellent presentation skills
- Able to work in a team and on own initiative
- Ability to build successful relationships with all Stakeholders.

Desirable:

- Fundraising experience
- Events management experience
- Relevant experience in corporate communications, stakeholder management and other relationship building activities
- Experience in report writing