



## JOB DESCRIPTION

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<b>Job Title:</b>	Fundraising and Relationships Lead	<b>Reports to:</b>	Organisational Development Lead
<b>Division:</b>	Employ Jersey (JET) Ltd	<b>Hours:</b>	Negotiable
<b>Salary:</b>	£40,000 - £45,000 per annum (based on 38-hour week)		

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### JET mission statement

Our aim is to empower and facilitate people in Jersey with a disability and/or long-term health condition. To maximise their potential to gain and maintain open employment through individual training and support.

### Job Purpose:

The Fundraising and Relationships Lead is responsible primarily for income generation, through the development and implementation of a multi-channel fundraising strategy, to include but not limited to corporate support, major donors, trust and foundations.

This role will report to the Organisational Development Lead. You will work with the Executive Officer and Financial Controller to agree priorities for fundraising as required across the organisation.

### Principal Accountabilities:

#### Fundraising:

1. Develop a fundraising strategy and identify new income generation opportunities.
2. Deliver income generation in line with the priorities and objectives set for the role, as agreed with the Executive Officer and Financial Controller, and within the timescales agreed.
3. Liaise with relevant staff in the wider JET/Acorn team, to identify potential projects that require funding and generate ideas to achieve this.
4. Organise fundraising events to raise JET's profile (e.g. Squirrel Run, JET Jaunt, quizzes).
5. Work with the Organisational Development Lead to identify and recruit suitable volunteers internally to assist with fundraising activities.
6. Support external fundraisers who undertake fundraising activities on our behalf.
7. Maintain a comprehensive diary of deadlines for applications to trusts and foundations, large and small, and action applications accordingly.

**Relationship Management:**

8. Nurture existing relationships with employers and identify new opportunities with corporate organisations, enabling them to engage meaningfully with JET.
9. Give feedback to trusts, foundations and corporates who have donated, considering deadlines where appropriate.
10. Ensure that appropriate acknowledgements for all donations are sent in a timely manner.
11. Maintain and develop the Ambassadors programme.
12. Liaise with Acorn/JET regarding CSR bookings and noting opportunities with corporates.
13. Build relationships across the organisation (Acorn/JET), with staff, clients and other stakeholders.

**Marketing:**

14. To develop a marketing/social media strategy and be the lead for all PR and marketing across multiple platforms, ensuring regular planning and communication takes place with staff. Deliver sophisticated marketing, communications, including press releases and PR, that is up-to-date and accessible to all.
15. Collate and share a collection of case studies, including success stories and testimonials from employers and clients.
16. Work with the Executive Officer and Management Team to produce the Trustees' annual report.

**Secondary duties:**

1. Promote JET within all aspects of the role and communication with others, including attending events outside of normal working hours.
2. Maintain good open communications with the Organisational Development Lead and Executive Officer and provide regular updates.
3. Have a proactive approach to problem solving, making recommendations where appropriate, and ratifying them with the Executive Officer.

**Additional information**

The above list is indicative only and not exhaustive. The Fundraising and Relationships Lead will be expected to perform all such additional duties as are reasonably required for the role and which change as the needs of the service evolve.

## Knowledge, Skills, Experience, Qualifications:

		Essential	Desirable
1.	Excellent communication skills at all levels ideally from a business development/marketing background	√	
2.	IT skills including knowledge Microsoft 365 applications	√	
3.	Innovative presentation skills and the ability to use social media and PR	√	
4.	Excellent organisational and time management skills and ability to work autonomously as well as part of a team.	√	
5.	Highly motivated and driven	√	
6.	Ability to develop good working relationships with donors, agencies, charities and other third parties	√	
7.	Commercial financial acumen		√
8.	Ability to attend events outside of normal work hours when necessary	√	
9.	Have a positive attitude towards disabled people and people with a long-term health condition	√	
10.	Adaptable to the evolving and changing environment of the Trust	√	
11.	Ability to train staff on social media and marketing skills		√
12.	Good organisational and time management skills	√	
13.	Driver's licence and own transport	√	