



Job Description

Fundraising Development Officer (maternity cover)

Location: The role is based at the Trust's office in West Berkshire with a minimum of two days per week expected to be worked at our Newbury office. Flexible working arrangements are available with the understanding that this must meet the objectives of the charity and requirements of the role.

Accountable to: Head of Fundraising

Start date: Maternity cover, fixed term contract – starting October 2025 to August 2026

Hours of work: Full-time, 35 hours per week

Salary: £27,745

Purpose

The Fundraising Development Officer supports the delivery of our individual giving programme, helping to nurture current supporters and attract new ones.

You will be responsible for building our regular giving support, implementing supporter journeys and co-ordinating our annual appeals. You will also work closely with the Head of Fundraising in developing our major donor plans, and support with other individual giving channels, including in-memory giving and legacy giving.

The role also takes a lead on prospect research, supporting the development of our portfolio of high-value prospects. Through detailed research on prospects and donors, you will build prospect pipelines that will support income growth across the fundraising team. Your excellent interpersonal and communication skills will see you supporting individual fundraisers across the team and strengthening the prospect pipelines that drive income at the highest levels. You will use a range of sources to obtain relevant information that can contribute to proposals, communications and donation strategies.

We are looking for someone who has great communication and research skills, and a collaborative approach. You will be a self-motivated, proactive and analytical individual with the ability to build, manage and develop relationships across teams.

While a background in fundraising or prospect research is desirable, it is not essential. If you bring the right skills and are willing to learn, we'd love to hear from you.

Key responsibilities and duties

- Manage our 'Friends of Charlie Waller' regular giving scheme, building the supporter numbers and engagement with the charity.
- Deliver exceptional supporter care to our regular supporters, recognising opportunities for deeper engagement and potential for further support.
- Implement the supporter journeys for regular and one-off donors, creating communications to engage them with the cause and understand the impact.
- Co-ordinate our appeals cycle, working closely with colleagues across the charity to collate appeal content, including case studies, statistics and images.
- Support the development of our major donor plans, identifying prospects within our supporter base and assisting with stewardship plans.
- Support the development of our plans for building in-memory and legacy giving, including stewardship and cultivation events.
- Undertake detailed research on prospects and donors to grow our portfolio of high-value supporters, including individuals, corporates and trusts.
- Complete due diligence checks on prospective supporters, in line with the Trust's donations acceptance policy.
- Monitor research subscriptions & news alerts to identify new opportunities.
- Share insight and knowledge on the latest trends in philanthropy and corporate giving with the rest of the team.
- Provide regular updates on progress against agreed objectives and contribute to wider departmental fundraising reports as required.
- Attend CWT events as appropriate to establish new contacts, develop existing relationships, and raise the profile of CWT with potential supporters.
- Ensure that systems and processes are effective, and that our database is being updated and utilised as the central source of information.
- Ensure compliance to data protection, safeguarding, confidentiality and relevant organisational policies and procedures.
- Routine call handling as part of the wider office administrative team.
- Other duties as may be reasonably prescribed by the trust, appropriate to the grade and responsibilities of the post.

To apply

If you would like an informal discussion about the role with our Head of Fundraising, this can be arranged via email to recruitment@charliewaller.org

The deadline for applications is 12 noon on Monday 1st September 2025.

Please submit via your chosen job website, or send your CV and a supporting statement to recruitment@charliewaller.org. We ask that you structure your supporting statement, by providing relevant information under person specification bullet points (combining these if multiple points are effectively responded to by one experience). Please try to keep your supporting statement to a maximum of 800 words, excluding headers. **Applications will not be considered without a supporting statement.**

You will hear back from us by Friday 5th September, if not before and should you be shortlisted, an interview will take place w/c 8th September and will involve a competency interview along with a short written task relevant to the role.

We will provide details about the task 24 hours in advance to allow candidates time to prepare and we will also provide 50% of the interview questions in advance so that all candidates can perform at their best.

Person Specification

The successful candidate is likely to have most of the following competencies and experience but not necessarily all. If you feel that you are a strong candidate, please do apply.

Criteria	Essential	Desirable
Skills required and relevant experience	<ul style="list-style-type: none"> • Knowledge of standard Microsoft Office software, especially Outlook, Excel, Word. • Familiar with or keen to learn about charitable fundraising. • Strong administrative skills. • Ability to work efficiently and accurately under pressure. • Excellent relationship management skills. • Experience of various communication channels, traditional and digital. • Comfortable with digital tools to aid promotion and fundraising. • Excellent oral and written communication skills, with the ability to interpret and present complex information with clarity. • Ability to prioritise workload and respond to urgent issues and deadlines. • Good IT skills, including an ability to troubleshoot. 	<ul style="list-style-type: none"> • Experience of delivering high-quality research both proactively and to set briefs. • Comfortable working with databases. • Knowledge of GDPR requirements.
Attainment	<ul style="list-style-type: none"> • Maths and English GCSEs, Grade C minimum, or equivalent by experience 	
Personal attributes	<ul style="list-style-type: none"> • Excellent attention to detail. • Confident in building relationships. • Initiative-taker and solution-minded with a can-do attitude towards any task or challenge. • Ability to prioritise and work to deadlines. • Professional, enthusiastic and flexible, with a strong willingness to learn. 	<ul style="list-style-type: none"> • Interest in and awareness of mental health issues.

	<ul style="list-style-type: none">• Capable of working as part of a team and autonomously.• A commitment to working to meet the charity's objectives.	
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