

**Fundraising and Communications Officer
Job Description**

Job Title: Fundraising and Communications Officer

Location: London

Reporting to: Fundraising and Communications Manager

Contract: Full time, Permanent

Salary: £22,000 - £24,000 (depending upon experience)

Closing Date: 24 July 2018

Interview Date: 9 August 2018

Summary

Sound Seekers (The Commonwealth Society for the Deaf) is a small charity based in London working in some of the poorest communities in our countries of operation, which include Malawi, Zambia, The Gambia, Sierra Leone and Cameroon. Our mission is to support people with hearing loss to realise their rights by enabling access to healthcare and education. We partner with major hospitals, health service providers and schools to establish sustainable hearing care services and improve the quality of education for children with hearing loss. We also work with families and communities to advocate for equal opportunities for people with hearing loss and address the stigma and discrimination associated with hearing loss.

Job Purpose

The Fundraising and Communications Officer will be responsible for fundraising from trusts and foundations and coordinating community fundraising, while supporting the Fundraising and Communications Manager in fundraising from all other streams such as institutions, individuals, corporates, events and legacy. The Fundraising and Communications Officer will conduct thorough prospect research and gain a clear understanding of requirements of funders and develop strong relationships with donors and partners. The Fundraising and Communications Officer will also support grant management and reporting processes and have a comprehensive understanding of donor compliance procedures. The Fundraising and Communications Officer will support all external communications and create engaging content to raise awareness of our work through social media platforms and marketing.

Key Responsibilities

1. Fundraising

- Develop and submit compelling applications to trusts and foundations, based on a clear understanding of Sound Seekers' projects and donor requirements.
- Promote and coordinate school and community fundraising.
- Support the Fundraising and Communications Manager in raising funds from other diverse streams including institutions, corporates individual giving and legacies.
- Support the planning and organization of campaigns and events including running and challenge events.

- Undertake prospect research and networking to ensure new prospects are identified and developed.
- Contribute to maintaining and implementing a detailed prospect pipeline.
- Manage and develop strong relationships with current and prospective donors.
- Submit progress reports and detailed financial reports to funders in line with donor compliance and reporting regulations.
- Ensure comprehensive up to date records are kept for both donors and the specific projects which are funded.
- Support the Programmes in grant set-up, implementation and monitoring as needed.

2. Communications

- Support all external communications and create engaging content (including digital) to raise awareness of Sound Seekers' work and events.
- Assist in the development of relevant and quality communications materials, including leaflets, brochures and social media content, and any other communication materials needed by the team.
- Support and plan regular updating and management of all social media platforms.
- Create content, maintain and update website content.
- Support the design and dissemination of regular newsletters to supporters (including e-news via MailChimp).

3. Other

- Support administrative tasks including organising meetings and taking meeting minutes as requested.
- Represent Sound Seekers at networking / stakeholder events as requested.

Person Specification

The successful candidate will fulfil most, if not all, of the following criteria:

Education and Qualifications

Relevant Bachelors' degree

Essential Knowledge and Experience

- 1-2 years experience in fundraising (preferably in the international development sector)
- Demonstrable experience of developing fundraising proposals
- Experience of creating copy and content for marketing and communications materials.
- Experience of planning and scheduling social media platforms (including Facebook, Twitter, Instagram and LinkedIn)
- Highly numerate and literate
- Ambitious, results driven, able to work on own initiative and as part of a team
- Strong networking/relationship-building skills

- Excellent verbal and written communication skills in English, ability to inform and engage through written communication
- High capacity for adhering to tight deadlines and meeting multiple priorities
- Excellent problem-solving skills and resourcefulness
- Excellent interpersonal communication skills, including working closely with others over geographical distance and different cultures
- Excellent IT skills (Word, Excel, Powerpoint)

Desirable

- Experience of working in the international development sector
- Knowledge of a variety of funders, funding requirements and grant compliance procedures
- Experience of community fundraising and event planning
- Experience of corporate and major donor fundraising
- Experience of managing donor databases (particularly Donorfy)
- Experience of preparing detailed budgets and financial reports
- Experience of preparing quality narrative and financial reports for projects funded trusts and foundations
- Experience of editing and managing a website (particularly Wordpress)
- Experience of design software (including Canva)
- Experience of Mailchimp

How to apply

All applications need to be received by **Tuesday 24 July 2018** and should be sent to hr@sound-seekers.org.uk

Please put '**Application for the post of Fundraising and Communications Officer**' in the subject box of your email.

Applicants must have right to work in the UK and should submit:

- A CV, which should demonstrate the skills, aptitude and experience outlined in the person specification, together with names and contact details of two referees.
- A covering letter (no more than two sides of A4) explaining your suitability for the post and why you want this post.

Short-listed applicants will be invited for interview to be held on **Thursday 9 August 2018** at Sound Seekers' office at UCL Ear Institute, 332-336 Grays Inn Road, London WC1X 8EE. If you have not heard from us by 6.00pm on **Monday 6 August 2018**, you should assume that you have not been selected for interview.