



FIRST LIGHT

ROLE PROFILE

Role Title	Fundraiser	Service	Development Team
The Role	A member of the Development Team, working across the organisation from one of First Light's bases, the Fundraiser will be responsible for developing and managing the charity's individual, digital and community income ensuring that opportunities are maximised and First Light can continue to grow and diversify income.		
Reports to	CEO	Salary	£22,200 rising to £22,550 per annum after successful completion of probation

Behavioural Competency	Level	Statement (or example for this post)
Achievement	4	Makes decisions through weighing up the cost-benefit and risk implications. Acts entrepreneurially to make performance gains.
Analytical Thinking	4	Undertaking complex analysis and traces performance implications through complex data, or in dealing with complex situations. Applies analytical tools or techniques to analyse a range of data.
Client Focused	4	Always works closely with clients/customers, developing an independent view of their needs and acting in long-term interest. Moves client/customer thinking forward, helping them understand issues beyond day-to-day work.
Flexibility	4	Changes the overall plan, goal or project to fit the situation. Creates and supports flexibility by introducing procedures which ensure quick turnaround and encourage flexibility in others.
Holding People Accountable	1	Addresses long term performance problems, removing poor performers from positions when necessary. Clearly states consequences, e.g. 'if you don't achieve this goal, this is what will happen'. Provides guidance and support as well as challenge and constructive criticism.
Initiative	4	Foster an environment that anticipates and acts upon potential and opportunities. Is able to actively coach others to spontaneously recognise and appropriately act on upcoming opportunities. Is able to engage others in supporting efforts and initiatives.
Leading and Developing Others	4	Communicates and gains team commitment to a vision of what is to be achieved. Delegates fully and creates opportunities which help others to develop their potential. Identifies inequalities of opportunity within the workplace and takes steps to address them. Inspires and empowers others to overcome difficulties and achieve goals. Nurtures strong team identity and pride.
Planning and Organising	4	Develop strategic plans considering short-term and long-term requirements. Sets and communicates priorities within broader organisation.

Professional Confidence	4	Speaks out for a course of action even when others disagree. Takes significant personal or professional risks to accomplish important goals. Challenges others with respect.
Self-Awareness	4	Uses coping mechanisms to deal with difficult or emotional situations over time. Sets up support structures to manage stress levels on a proactive basis. Understands need to be strong and positive in the face of adversity but also recognises areas of one's own weaknesses and when to seek guidance and support.
Team Working	4	Creates new opportunities for individuals to work together, breaking down barriers that may get in the way of effective team working. Challenges others to do the same. Is a model of co-operative behaviour. Commits time and resources to team-based projects.
Values and Ethics	4	Ensures that standards and safeguards are in place to protect the organisations integrity and identifies underlying issues that impact negatively on people and take appropriate action to rectify the issues.
Working strategically	4	Realigns the department or operation to meet long-term objectives better, even if this means taking unpopular or difficult decisions in the short-term. Experiments and reinvents thinking using intuition as well as complex analysis to create a new concept or approach not obvious to others.

Safeguarding

Adult and child safeguarding is everyone's responsibility. Local partnership working is essential to ensure there is consistency within counties in how adults and children are safeguarded from abuse and neglect. It is vital that all staff understand their roles and responsibilities, and work in ways that safeguard adults and children who use the services at First Light. Expectations of staff are set out in our safeguarding policies, which are regularly updated to meet the local safeguarding board requirements.

Key Activity Areas

- Overall responsibility for developing and managing the charities individual and regular giving, digital giving and fundraising campaigns, individual, community and corporate fundraising and payroll giving programmes.
- Research new opportunities, building new relationships and securing new income for the charity.
- Support the charity to build a base of donors, supporters and followers
- Build relationships with existing supporters and donors
- Ensure that all supporters and donors have proper stewardship and donations are acknowledged, recorded and reported on in an appropriate and timely manner
- Update and maintain a pipeline and opportunities, contacts and approaches made on the First Light fundraising database and systems.
- To understand the fundraising environment and be able to report against targets, opportunities and likely income whilst adhering to reporting deadlines both internally and externally.
- Contribute to a monthly summary of activity report from Fundraising to demonstrate progress against the Fundraising Plan
- Work with the Trust & Grants Fundraiser and Communications Officer to maximise income generation and promotion opportunities.

- Work with the Finance Manager to maintain an “audit trail” that tracks all income raised from initial receipt through to final destination.
- To contribute to staff development and professional practice through the Staff review and development process to include annual appraisal.
- To support the recruitment, selection and retention process for Development Team.

General

- Provide assistance to other members of the immediate and wider team as required.
- To undertake any other reasonable duties as requested to ensure smooth running of the organisation.

**Key
Results**

- Deliver targets as set out in First Light’s Fundraising Strategy

PERSON SPECIFICATION

When completing your application form, you should consider how you've demonstrated the items listed below (and in the wider job description on our website) through your professional and personal life, including hobbies, academia, part-time jobs and extra-curricular activities. Please cite specific examples. Applications meeting all the 'essential' criteria will be considered; however, this does not guarantee invitation to interview.

	Essential / Desirable
EDUCATION, QUALIFICATION AND TRAINING	
Leadership and management qualifications at degree level, equivalent experience or a vocational qualification	D
Demonstrable IT mastery with Microsoft products – Word, Outlook, Powerpoint, Excel, virtual platforms and electronic systems for recording information	E
Excellent excel skills would be an advantage.	D
Ability to travel across all locations of our services using your own car or public transport	E
EXPERIENCE	
Experience of developing and managing existing and new individual, community and corporate income streams.	E
Experience of working against and successfully achieving set income targets.	E
Supporting internal and external governance processes and implementing Board-level decisions	E
Working within legislative / regulatory frameworks	E
Safeguarding sensitive information to appropriate standards (from any context)	E
KNOWLEDGE, SKILLS & ABILITIES	
Excellent written and report writing skills	E
Good verbal communication skills and the confidence to pick up the phone, make a call and build a rapport.	E
Excellent research skills and familiarity with key trust funding resources	E
Communicate cogently, persuasively and with brevity to Board level	E
Ability to plan, organise and prioritise workloads and work under pressure to meet tight timescales and strict deadlines.	E
Be incredibly well organised and exercise meticulous attention to detail	E
Be digitally literate and excited about the opportunities the digital revolution can bring to our work	E
A team player with the ability to work within a small but busy team	E
Understand the national and local domestic abuse and sexual violence context and legislation	D
PERSONAL	
A team player with the ability to work within a small but busy team	
Have an optimistic outlook, be solution focused and be happy working within an ambitious team with targets to achieve.	
Be passionate about our vision and mission and delivery of these	E
Always model our values, champion our vision and act as a First Light ambassador	E
Believe that partnerships (and the ability to work effectively in them) is fast becoming the single determinant of success	E
Promote, plan and ensure the health and wellbeing of your staff and volunteers	E
Operate with diplomacy, tact and decorum	E

Rapidly establish trust and confidence in your professional and personal competence	E
Always leverage opportunities to promote our cause and brand	E
Be a self-starter, demonstrate initiative and ensure your work aligns with our vision, mission and values	E

Short listing criteria

- 2 points = significantly / fully meets criteria
- 1 point = partially meets criteria but falls short on key aspects
- 0 points = does not meet criteria