



Job Description and Person Specification

Job Description: Fundraiser

Organisation: Donnington Doorstep Family Centre

Location: Oxford

Position Type: Part Time

About Us: Donnington Doorstep is a vibrant and community-focused organization committed to providing essential support services to families, children and young people in Oxford. Our Centre is a hub of compassion and empowerment, offering a range of services designed to strengthen families and build a resilient community.

Job Overview: As a Fundraiser at Donnington Doorstep you will play a pivotal role in securing financial resources to sustain and expand our impactful programs and services. You will work closely with the management team and engage with the community to cultivate relationships with donors, organize fundraising events, and implement effective strategies to meet our fundraising goals.

Key Responsibilities:

1. Develop and implement comprehensive fundraising strategies to meet the financial needs of Donnington Doorstep.
2. Cultivate relationships with individual donors, local businesses, and community partners to secure financial support.
3. Plan, coordinate, and execute fundraising events, campaigns, and initiatives to engage and expand the supporter base.
4. Create compelling and persuasive fundraising materials, including grant applications, donor letters, and promotional content.
5. Utilize various communication channels, including social media, to effectively promote fundraising activities and engage with supporters.
6. Collaborate with the Family Centre team to understand funding needs and align fundraising efforts with organizational priorities.
7. Maintain accurate records of donors, contributions, and fundraising activities using the organization's database.
8. Provide regular updates and reports on fundraising progress to the Family Centre leadership and board.



Person Specification:

Essential Criteria:

1. **Experience:** Previous experience in a fundraising role or a related field.
2. **Communication Skills:** Excellent written and verbal communication skills with the ability to articulate the mission and impact of the organization to diverse audiences.
3. **Relationship Building:** Proven ability to build and maintain positive relationships with donors, community partners, and stakeholders.
4. **Organizational Skills:** Strong organizational and project management skills, with the ability to plan and execute fundraising initiatives effectively.
5. **Self-Motivation:** Self-driven and proactive with the ability to work independently and as part of a team.
6. **Passion:** Genuine passion for community service and a strong belief in the positive impact of supporting families.

Desirable Criteria:

1. **Education:** Relevant qualification or experience in fundraising, communications, or a related field.
2. **Digital Skills:** Familiarity with digital fundraising platforms and social media for promotional activities.
3. **Event Management:** Experience in planning and executing successful fundraising events.
4. **Database Management:** Experience using fundraising databases and CRM systems.

Working Conditions: This is a part-time position, and flexibility may be required. The role may involve travel within the local community for donor engagement activities.