

JOB DESCRIPTION

Job title	Development Officer
Report to	Head of Development (HoD)
Hours of work	20 per week
Salary	£16,000 per annum (£30,000 FTE)
Location	Boldmere
Contract type	Permanent

<p>Job Purpose</p> <p>The role of Development Officer will provide key support to the Head of Development and Chief Executive working on proposals and creating strong, effective funding applications.</p> <p>To research and identify new fundraising opportunities from trusts, foundations and companies.</p> <p>To produce high quality, bespoke proposals and reports to demonstrate impact and outcomes to help expand the work of Age Concern Birmingham across the city.</p> <p>Create a robust monitoring of applications and reporting requirements.</p> <p>Work on events coordination as part of increasing income generation within the charity.</p>

<p>Essential Duties/Responsibilities:</p> <ul style="list-style-type: none"> ○ Supporting income generation under the direction of the HoD and CEO. ○ Writing informed, engaging and effective fundraising proposals. ○ Assisting the HoD with research, building on a strong pipeline of potential donors across income streams. ○ Working closely with colleagues to obtain information for proposals. ○ Grant administration, monitoring and reporting along with Project Leads. ○ Assisting in the planning and delivery of the charity's income events programme. ○ Working with HoD on marketing and comms leads to develop and deliver a programme of communication and campaign materials. ○ Supporting with the running and management of income generating services as requested by HoD/CEO. ○ Undertaking other relevant activities as required.
<p>Skills & Qualifications:</p> <p>Proven track record of using initiative to secure grants and donations. Able to create compelling, tailored content to maximise income opportunities. Confidently able to work on a CRM database reporting data. Event creation & management. Excellent people skills. Excellent time management and organisational skills with the ability to prioritise effectively and adapt to changing circumstances</p>

Special Conditions:

- An enhanced DBS check will be undertaken for this role
- This is a description of the job as it is at present
- It does not form part of the contract of employment
- Job Descriptions are regularly reviewed and altered when necessary in conjunction with the post holder

Age Concern Birmingham / Jubilee Citizens UK are committed to Safeguarding:

Promoting good practice and prevention of harm and abuse

To ensure allegations of abuse or suspicions are dealt with and the person experiencing abuse is supported