



ROLE DESCRIPTION & PERSON SPECIFICATION

Community Fundraising Officer

BASE OF WORK

Brooke House with regular travel across the county.

REPORTING TO

Philanthropy & Fundraising Manager

VOLUNTEER MANAGEMENT

Volunteer manager tasks include using Team Kinetic & leading on volunteer recruitment, onboarding, recognition and day-to-day management of volunteers.

ROLE PURPOSE

Suffolk Wildlife Trust is an inspiring & impactful organisation with a compelling vision for our county “A wilder Suffolk, where nature is thriving and abundant, because everyone is united in valuing nature and doing more to help”.

In the decade to 2030, we are committed to scaling up our activities across the county, to bring nature back to Suffolk. Our aim is for 30% of our county to be connected and well looked after for nature by 2030, so that our species and habitats can recover and thrive – and for 1 in 4 people to be actively helping to achieve this.

As the Community Fundraising Officer, the post holder will work within the Philanthropy & Fundraising team to directly help Suffolk Wildlife Trust achieve its vision of a wilder Suffolk by inspiring the individuals, community groups, schools and partners across Suffolk to raise vital funds for nature & wild spaces. The post holder will develop and deliver community fundraising initiatives & continue to build strong supporter relationships while providing excellent stewardship to encourage more people across the county to take action and feel connected by the impact of their support.

MAIN RESPONSIBILITIES

Every staff role has three key areas of focus, known as the “Power of 3”, to support our mission to bring nature back. Typically, you should expect to spend 80% of your time on these areas:

1) Community Fundraising Development

- Work with the Philanthropy & Fundraising Manager to develop & deliver a local community fundraising operational plans to meet agreed income targets & strategy plans.
- Recruit, support & steward individuals, schools & community groups across Suffolk to fundraise.
- Identify & develop new fundraising programmes, community fundraising opportunities and partnerships across the county.
- Encourage & support third-party fundraising activities (e.g. challenge events, coffee mornings, sponsored activities).
- Work with volunteers to support programmes & events to maximise opportunities and empower the delivery of future fundraising opportunities.

2) Supporter Relationships

- Build strong, positive & lasting relationships with supporters, ensuring excellent stewardship throughout their fundraising journey with the Trust.
- Provide fundraising materials, guidance and motivation to help supporters maximise their impact.
- Thank and recognise supporters appropriately, ensuring they feel valued and connected to the charity's mission.
- Maintain accurate supporter records using Access CRM.
- Work collaboratively with communications colleagues to share inspiring stories of community impact.

3) Events & Engagement

- Support the planning and delivery of community fundraising events and campaigns.
- Represent the charity at local events, networking and partnership opportunities
- Identify opportunities to engage fundraisers more deeply in the charity's work, encouraging ongoing support and advocacy.
- Ensure all fundraising activity complies with relevant legislation and best practice (including GDPR and fundraising standards).
- Support and develop new fundraising programmes including a charity lottery, adopt a species and in memory giving.

Use your skills and experience to contribute holistically to the Trust's vision for a Wilder Suffolk.

PERSON SPECIFICATION

- A personal commitment to Suffolk Wildlife Trust's mission to bring nature back to Suffolk.
- Experience in the similar role ideally within the charity sector.
- Excellent interpersonal & communication skills (written and verbal).
- Strong relationship-building & stewardship skills.
- Ability to motivate and inspire supporters to maximise their fundraising impact.
- Good organisational skills with the ability to manage multiple priorities and deadlines.
- Ability to work collaboratively across teams, particularly with communications colleagues.
- Ability to engage with and manage volunteers
- Understanding of GDPR & fundraising best practice standards.
- Competent IT skills, including Microsoft Office, Teams & SharePoint and CRM systems (e.g. Access CRM).

OUR BELIEFS, VALUES & CULTURE

At Suffolk Wildlife Trust, our organisational culture matters. It helps us achieve more for wildlife and shapes how we work together every day. Your job description sets out what you'll do; what matters just as much is how you do it. We are a gutsy organisation - showing courage, determination & spirit - learning from experience and embracing new ideas. We are driven by our shared beliefs, organisational values and passion to achieve more for nature, and by supporting one another, staff & volunteers, to deliver our best.

Everything we do is anchored in our fundamental belief in the natural world: nature has value in its own right, we all share a responsibility for it and society thrives when nature thrives. Our values guide our decisions and how we operate: we show **tenacity** by leading by example and using our voice boldly for nature; we champion **inclusion** by valuing and respecting diverse voices and thinking; and we practise **pragmatism** by focusing on impact & choosing the methods, solutions and partnerships that best support nature's recovery. Our culture brings these beliefs and values to life: we are nature-led, collaborative and trusting; we are reflective and evidence-led & we always work safely and responsibly.

WILD ABOUT INCLUSION

We are committed to being an inclusive organisation where everyone is welcome. As a conservation charity, we recognise the value of diversity both in nature and in our staff & volunteers. Suffolk Wildlife Trust is an organisation where everyone feels respected, valued & empowered to contribute, so that together we can deliver our vision, mission & strategic goals for a wilder Suffolk.