



Suffolk
Wildlife Trust

Community Fundraising Officer



Hare

The Opportunity

This is an exciting opportunity to join Suffolk Wildlife Trust as we work towards our ambitious vision of creating a wilder Suffolk and our strategic plans for engaging the people of Suffolk to support our work.

The role of Community Fundraising Officer is all about helping to turn that vision into reality by inspiring people to actively support nature through fundraising, events, partnerships and & encouraging community-led initiatives. It is a role that combines relationship-building, creativity & practical organisation, while giving the successful person the chance to make a direct contribution to helping bring nature back to Suffolk.

The position focuses strongly on developing community fundraising opportunities & building lasting supporter relationships. The post holder will work with the Philanthropy & Fundraising Manager to deliver fundraising plans, meet income targets & create new opportunities for people across Suffolk to get involved. This role will help create a loyal and motivated supporter base that feels closely connected to the impact of its contributions.



Hedgehog

This role also includes supporting fundraising events and campaigns, representing the Trust at local events and encouraging deeper engagement with the charity's wider work. Alongside these outward-facing responsibilities, the Community Fundraising Officer will help ensure fundraising activity is well organised, compliant with relevant standards and legislation and accurately recorded through the Trust's CRM system. This opportunity would suit someone who is enthusiastic, organised and people-focused, and who wants to make a direct contribution to Suffolk Wildlife Trust's ambitious goal of helping nature recover and thrive for the future.

To succeed in this role, the successful applicant will need a strong commitment to our mission & vision along with experience in a similar role, ideally within the charity sector, along with excellent communication & relationship-building skills. The ability to inspire supporters and volunteers is essential, as is strong organisational skills to manage competing priorities. You will also be able to build professional working relationships across teams & work collaboratively, understand GDPR and fundraising best practice and be confident using Microsoft Office, Teams, SharePoint and CRM systems such as Access CRM.





Nightingale

About Suffolk Wildlife Trust

Suffolk Wildlife Trust is the county's nature charity, protecting and restoring Suffolk's wildlife.

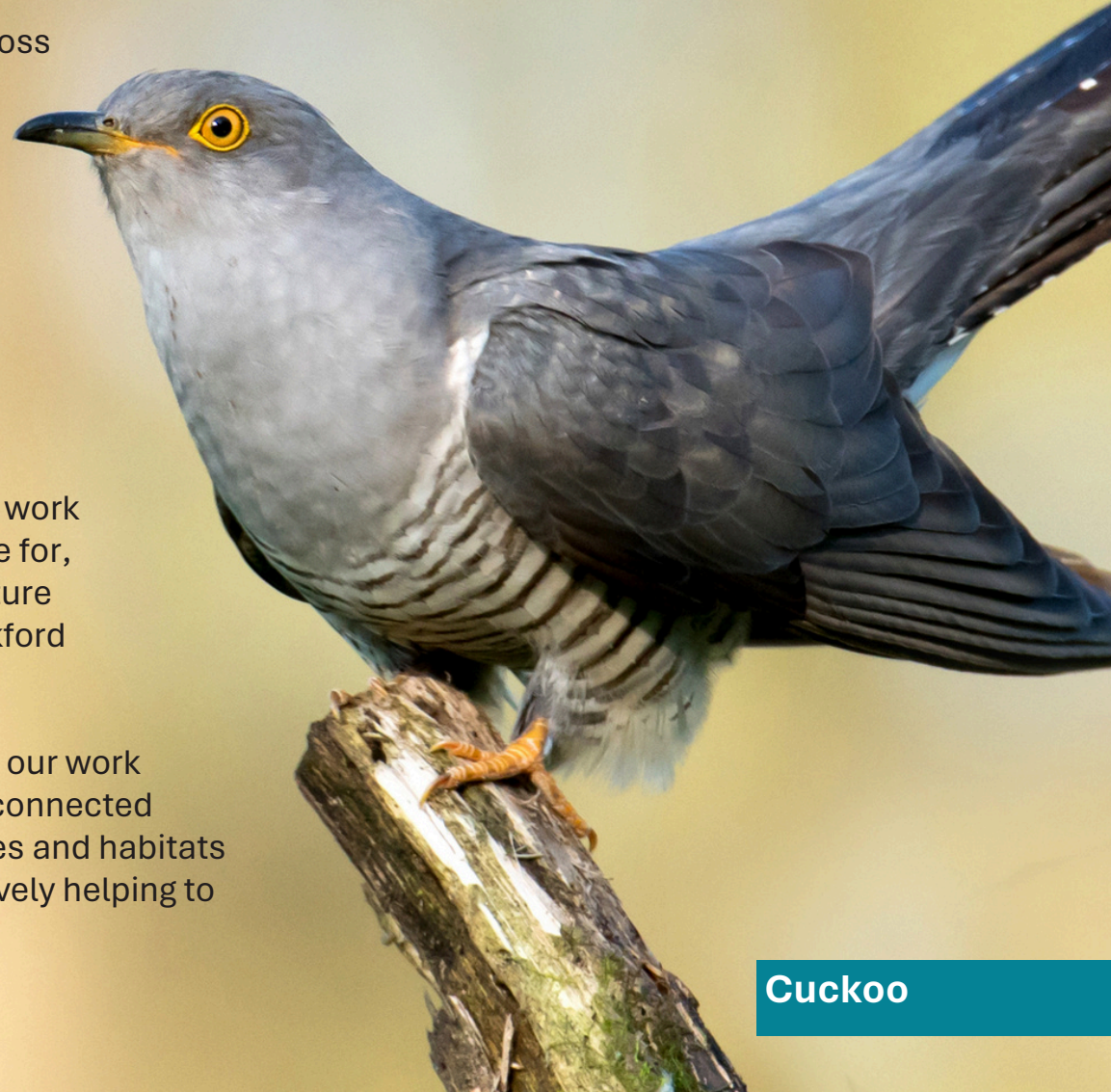
Founded in 1961, we have led conservation efforts across Suffolk for more than 60 years, safeguarding some of the county's most important wildlife areas as nature reserves.

Our Mission: Brining Nature Back to Suffolk

Our Vision: A wilder Suffolk, where nature is thriving and abundant, because everyone is united in valuing nature and doing more to help.

As a grassroots organisation, we deliver our ambitious work by inspiring people & empowering communities to care for, and act for, nature. Alongside this, we manage 50+ nature reserves & two visitor centres (Carlton Marshes & Lackford Lakes) and we advocate for wildlife across the county.

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



Cuckoo

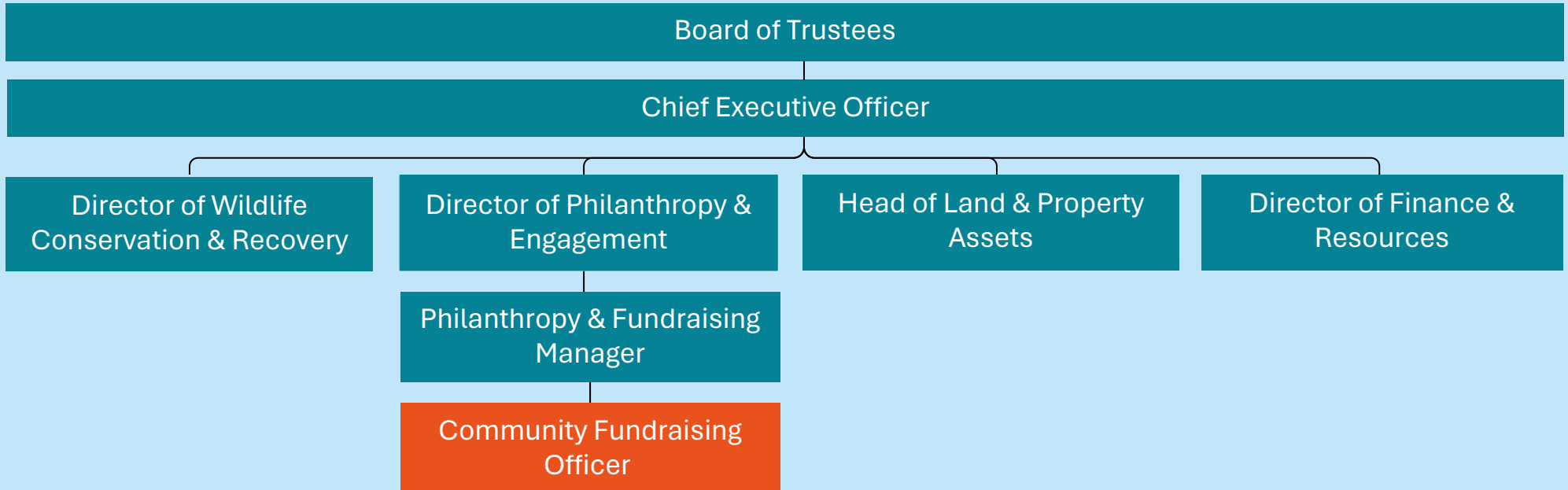
Suffolk Wildlife Trust is an organisation that makes a difference.



We are a registered charity with a Board of Trustees, 1,300 volunteers & 28,000 members. We are part of The Wildlife Trusts – a UK federation of 46 local Wildlife Trusts through the UK that together has a powerful collective voice with over 850,000 members & caring for more than 2,300 nature reserves.



We employ around 100 staff across 15 departments, organised within three main directorates. Each directorate is led by a Director, and each department has an Operational Lead who provides leadership for a key area of activity.



Our Beliefs, Values & Culture

At Suffolk Wildlife Trust, our organisational culture matters to us. It enables us to achieve more for wildlife and it shapes how we work together every day. Your job description explains the three key areas of focus for your role. What is equally important is how you do it. We are a gutsy organisation - we show courage, determination & spirit - learning from experience & embracing new ideas. We are driven by our shared beliefs, organisational values & passion to achieve more for nature and by supporting each other - staff & volunteers - to be the best we can to deliver for nature.

Our Beliefs Anchor Us

Everything we do, and how we do it, is anchored in our fundamental belief in the natural world.

We believe:

Nature has value in its own right.

We all share a responsibility for nature.

Society thrives when nature thrives.

Our Values Guide Us

Our values guide how we operate and the decisions we make, so we can achieve more for nature:

Tenacity: We lead by example and are gutsy in our ambition for nature and in how we use our voice.

Inclusion: We value and respect diverse voices & thinking to advocate and act for nature.

Pragmatism: We are impact-led in the methods, solutions and partnerships we choose to drive nature's recovery.

Our Culture Empowers Us

Our culture is how we work together, supporting each other, and empowering our county, to achieve more for nature:

Nature-led: We are driven by a shared passion for nature and support each other to be the best we can.

Collaborative: We communicate and collaborate brilliantly to amplify our impact and celebrate each other's achievements.

Trusting: Our staff and volunteers are trusted and accountable to deliver our ambition for nature.

Reflective: We are evidence-led, we challenge ourselves, and we embrace new ideas and learn from experience.

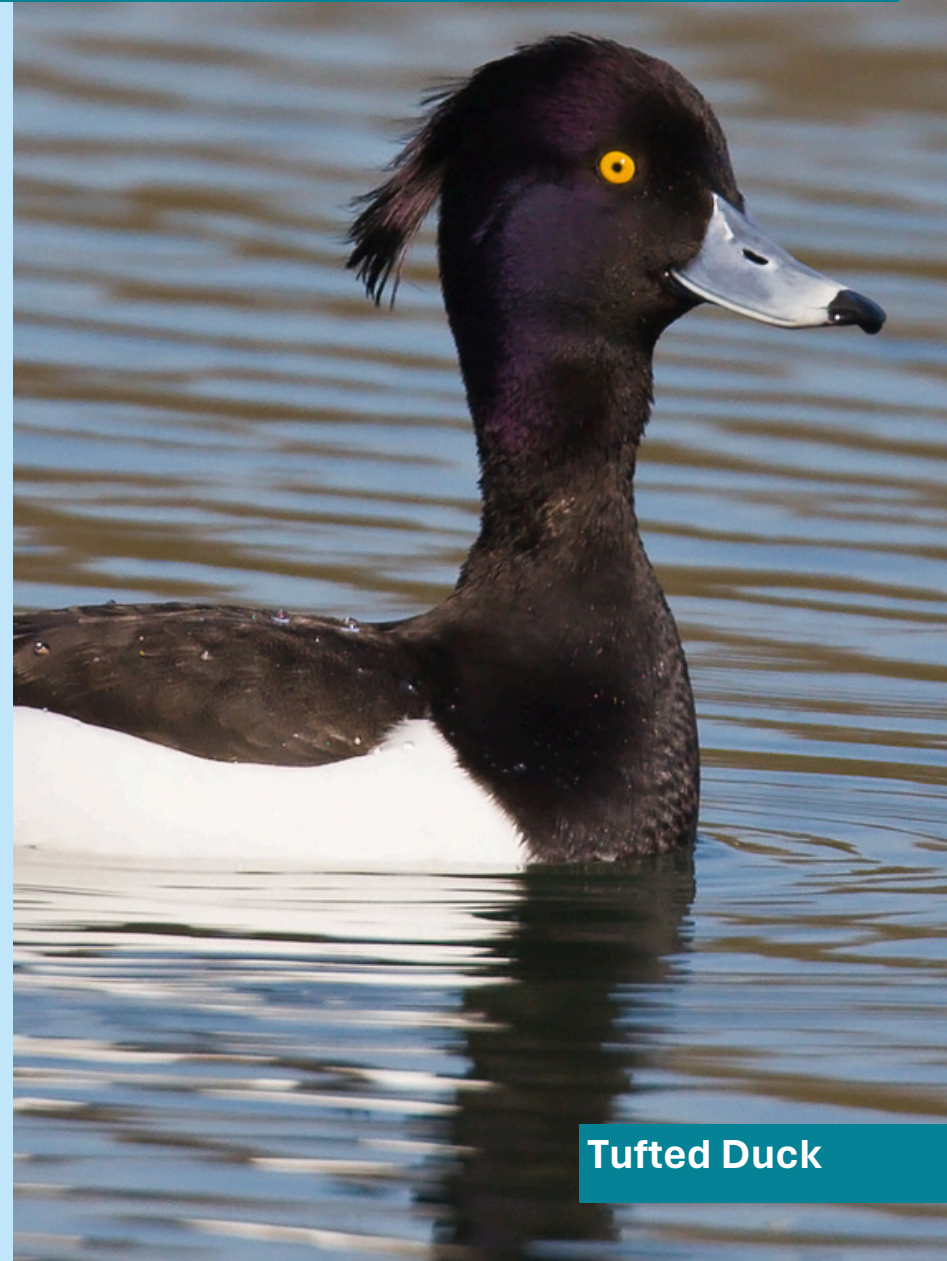
Safe: We always work safely and responsibly.

Role Description

Every role has three key areas of focus known as the “Power of 3” to support our mission, vision & strategic goals. Typically, you should expect to spend 80% of your time on the following:

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.



Tufted Duck

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.



Kingfisher

Person Specification

Essential

- A personal commitment to Suffolk Wildlife Trust's mission to bring nature back to Suffolk.
- 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).



Terms & Conditions

Terms & Conditions

This is a permanent, full-time position working 37.5 hours per week (Monday to Friday from 9:00am to 5:00pm). We operate flexible homeworking arrangements where colleagues spend more time working together than homeworking. The base of work will be Brooke House and the starting salary will be between £26,000.00 and £28,000.00 per annum depending on skills, knowledge and experience.

Employee Benefits

Annual leave entitlement starts at 33 days per annum (including Bank Holidays), increasing annually to 38 days (pro-rata for part-timers), plus employees receive an additional day off for their birthday.

We offer a 9% employer pension contribution with no employee contribution required, free 24-hour Employee Assistance Programme, free life insurance from day one of employment, free access to a private GP for themselves and their household and discounts at high street retailers. Staff can also enjoy a 10% discount in our visitor centre cafes, including retail plus public engagement staff receive logo clothing.

Disability Confident Employer

We are a Disability Confident employer committed to making our recruitment processes & workplace culture inclusive & fair for all. Information can be provided in alternative & accessible formats on request to peopleandculture@suffolkwildlifetrust.org. We offer an interview to disabled applicants who meet the minimum criteria for the role and provide reasonable adjustments where needed during recruitment and in the workplace.



Barn Owl

How to Apply

To apply for this opportunity, please submit an application via our website by 9:00am on Friday 24 April 2026.

The interviews are planned for Tuesday 05 May 2026 at Brooke House in Ashbocking.

If you would like an informal discussion about the role, you can email me on alex.downing@suffolkwildlifetrust.org.

Thank you for your interest in bringing your talents, experience and skills to Suffolk Wildlife Trust. I look forward to receiving your application.

Alex Downing
Philanthropy & Fundraising Manager



Badger



**Together, we can create a
wilder Suffolk for everyone**