

## Disability Snowsport UK Job Description



**Role:** Senior Fundraising Officer

**Location:** Home-based. The post-holder will occasionally be expected to travel across the UK.

**Reporting to:** Head of Finance

**Hours:** 37.5 (usually Mon-Friday)

**Salary:** Circa £22k-£25k, depending on experience

Disability Snowsport UK is the UK's leading adaptive snowsport charity. We offer unique opportunities for people with disabilities to access snowsport. There are an estimated 14 million disabled people in the UK and it's our ambition to reach as many of these people as possible so that they can experience the unique health and social benefits of snowsport. We deliver adaptive ski lessons in centres across the UK, facilitate trips to Europe and the USA to teach skiing in an alpine environment; and provide a platform for disabled skiers to meet and participate in snowsports through our local groups.

### Scope of work

Working with the Senior Management Team, the Senior Fundraising Officer will lead on DSUK's fundraising activities including third party, community and virtual events, and corporate fundraising.

You will be creating new fundraising streams to capitalise on opportunities and have full creative license on how DSUK raises funds. This could include local corporate partnerships (e.g. charity of the year and corporate events), community fundraising (challenge events, school fundraising, third party events), and digital fundraising (with a focus on regular gifts), but you will be supported by an open-minded senior team and we welcome your ideas.

At this point in the team's growth, the Senior Fundraising Officer is also responsible for fundraising administration including gift processing and donor stewardship. Support from the office administrator is available to help in peak times. We are entering an exciting new phase at DSUK and it is anticipated that this role provides room for future growth including legacy giving, and high value donors. Training will be given to support this growth.

We are looking for an adaptable, confident, and proactive individual who is people-focused and who possesses exceptional organisational skills. Above all you will be happy to share your ideas with the senior team and support the organisation to try new ways of fundraising, whilst providing a sound business case for doing so.

## **Key responsibilities**

### **Relationship management**

- Develop and maintain corporate, third party, and individual donor relationships, ensuring that excellent relationships are cultivated and nurtured.
- Develop opportunities for individual donors to support DSUK.
- Nurture and support individuals who are involved in fundraising events (e.g. London Marathon runners etc.).

### **Fundraising events**

- Prepare an annual calendar of fundraising activities/events (in-person and online), maximising opportunities for DSUK to be present at as many events as possible.
- Market and advertise these events via DSUK's social media channels and working with the Membership Coordinator to ensure DSUK's membership engagement.

### **Individual giving**

- Nurture and recognise DSUK's individual givers.
- Ensure that DSUK's donors are thanked regularly and in a timely and personal manner.

### **Corporate Partners**

- Research potential corporate partners and develop pitches for a range of programmes, including tailored sponsorship proposals.

### **Recording and Reporting**

- Record and prepare data relating to fundraising activities
- Compile and provide reports for the Head of Finance and SMT as required.
- Work with the Head of Finance on projected income and expenditure in line with planned activities.
- With colleagues, produce compelling performance and evaluation reports for funders and other donors

### **Other duties**

- To ensure compliance with relevant DSUK policies.
- To fulfil any other reasonable duties requested.

**Personal qualities:**

- Confident when communicating with and building relationships with a wide range of stakeholders.
- Flexible and proactive with a 'can-do' attitude.
- Passionate about equality and opportunity for all and committed to changing attitudes towards disability.
- Accountable and happy to work as part of a remote team.

**Essential experience:**

- Minimum of three years' experience in a fundraising role.
- A proven track record in meeting fundraising targets.
- Excellent written communication skills, paying attention to detail.
- The ability to build strong and lasting relationships and work collaboratively across teams.
- Practical experience of planning and delivering a variety of activities including fundraising, training, and outreach events.
- Experience of financial planning and budgeting.
- High degree of competence in MS Outlook, Word and Excel

**Desirable experience:**

- Experience of corporate fundraising
- Experience of online fundraising
- Confident in Data Protection processes.
- A passion for snowsport.
- An understanding of issues facing disabled people and/or adaptive sports-based activities.

*Disability Snowsport UK is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex/gender, disability, religion/belief, sexual orientation, gender reassignment, marital status or age.*