



Connecting the Children's Heart Community

Fundraising and Development lead

£28,500-30,500 PA Pro Rata – 21-24 hours per week Location: London SE1 7LL

Our Vision: A world where the emotional, social and medical needs of heart families are met

An exciting opportunity has arisen for a new post of Fundraising and Development lead at our charity which is celebrating our 35th Birthday year.

Role Purpose: The Fundraising and Development lead will take a leading role in the management of trust applications, corporate appeals, support the team in key ECHO events and keep detailed fundraising and financial records.

What impact will the opportunity have?

Our strategy is clear that we will maintain our existing services and expand on the support we offer families across the Evelina London networks by securing funding for our day to day work and specific projects such as Family Support Worker, ECHO Teens, Siblings Support and Volunteer development.

You will be working with: three staff members across our charity & volunteers reporting to: CEO
You will manage: volunteers and deputising at funding meetings for the CEO.

Experience

Substantial experience in a senior fundraising role

Experience of developing ideas and being creative

Experience in managing volunteers/Fundraisers

Experience working in a small charity and team

Ability to create and write a 3-5 year fundraising strategy

Have good written and visual communication skills using MS Office, Social Media and online fundraising platforms

Experience of using donor strategy (or other database)

Fundraising is key to helping us achieve our aims; we have a compelling story to tell and need you to help us get it across to grant makers and companies.

Personal Requirements:

You will be confident in developing strategies and processes from inception and be able introduce a clear fundraising plan for the charity; you will have an eye for detail and a passion for telling our story to secure further funding.

Key Competencies:

Essential

Previous experience in fundraising

Personable, with strong communication skills

hello@echo-uk.org | www.echo-uk.org | [f](#) [t](#) [@](#) [@echoukcharity](#)

Patrons: Dr Owen I Miller FRACP FCSANZ FRCPC, Professor Shakeel A Qureshi MB ChB, FRCP, Ulrika Jonsson, Phil Gallagher

Registered address: Canterbury House, 1 Royal Street, London SE1 7LL

Evelina Children's Heart Organisation Ltd is a registered charity, no: 1146494

Registered as a company limited by guarantee in England and Wales, No.7867592



Connecting the Children's Heart Community

Ability to manage multiple priorities and deadlines
Close attention to detail & good research skills
Affinity with numbers- ability to understand and produce budgets and plans
Highly motivated, self-starting, team player
Hands on attitude – essential in our small team
Strong IT skills, including database management, Microsoft Word, Excel and Outlook, and social media, produce fundraising content for new ECHO website

Desirable

Experience of relationship management, charity sector, Heart Community knowledge, good sense of humour, coordinating volunteers or other staff members, office or event management.

Key responsibilities will include:

Develop and write a three to five year fundraising strategy for ECHO
Write effective bids / applications
Introduce and develop fundraising database and reporting tools
Coordinate team contributions to large bids
Develop fundraising partnerships on behalf of the charity
Respond to small scale bids / applications
Develop community fundraising collectors with community manager
Support and supervise interns, apprentices and volunteers
Attend presentations, meetings and pitch events representing ECHO
Develop social media fundraising opportunities via Facebook, Twitter & Instagram
Keep detailed income and contact records for trusts, companies and supporters
Prepare regular analytical and progress reports on development activity
Create research database for trusts and companies
Work to continually improve the service offered to members, increasing income to deliver more services
Attending and planning key events for the charity (some at weekends/Evening)
Create donor communications online and in print, including through the website and social media
Work independently and as part of a small team

This role is subject to a DBS check, a six month probation and key performance measures will apply

To discuss the role informally please contact: Emma Orpin- Community & Admin Manager 07715 208 077 or the CEO Samantha Johnson 0207 998 4710

Closing Date: 10th February at 5pm

Interview days: 19th/20th Feb 2019

To apply send your CV and Covering letter to:

<https://www.charityjob.co.uk/jobs/echo/fundraising-and-development-lead/614710>

hello@echo-uk.org | www.echo-uk.org | [f](https://www.facebook.com/echocharity) [@echocharity](https://www.instagram.com/echocharity)

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