# Job Description

Job Title: Communications & Fundraising Officer

Location: Cardiff

Salary: £22,000 pa

Reporting to: Communications & Fundraising Manager

Contract type: Full time (35 hours per week).

Pension: Workplace pension

Holiday: 28 days p/a + Bank Holidays

# The role

This is fantastic opportunity for an enthusiastic self-starter with excellent written communications skills. The post-holder will contribute to Egmont’s external communications to donors of all levels and provide support in the administration, planning and implementation of activities relating to promoting The Egmont Trust to our committed group of Trustees, supporters and potential donors. The Communications & Fundraising Officer post plays a crucial role in the support team based in Cardiff with the potential for visiting partners and projects in southern & east Africa.

The successful candidate is likely to be a graduate who has worked in the charitable sector, or someone with relevant experience, and a desire to move into the international development sector. He/she will have a positive attitude and a strong desire to help meet the objectives of this small but very effective international development charity. The ability to write compelling copy and analytical skills are vital requirements of the role. The successful candidate will be self-motivated and energetic, equally capable of working alone and as part of a team.

Flexibility will also be a key attribute. They will be part of a small team who have overlapping responsibilities and support each other in the delivery of Egmont’s strategy of supporting local organisations in 6 countries in Africa. Although our main office base is in Cardiff, we have staff, trustees and other key contacts in London, Lusaka & Harare. Our support staff will need to be flexible and able to work well with a geographically dispersed team.

# Job context

Egmont Trust supports inspirational grassroots organisations that alleviate the devastating impact of HIV & AIDS on vulnerable children and their families in sub-Saharan Africa. The charity currently commits over £1 million each year to around 50 partners in six counties in Africa and has supported more than 90 partner organisations in Kenya, Malawi, Mozambique, Tanzania, Zambia & Zimbabwe, committing over £9.5 million since 2005.

**Key Internal Relationships**: Senior Management Team (SMT), Board of Trustees, Support Team

**Key External Relationships:** Trustees, Donors, Trusts & Foundations, Supporters.

# Role and Responsibilities

**External communications**

* Researching Egmont’s Partners’ project proposals, progress and impact reports, peer evaluations and partner meeting notes to extract information and data for analysis and use in Egmont’s communications to supporters and potential donors.
* Analysing data using a variety of in-house and external sources and tools (Benefactor, UNAIDS, sectoral publications) with a view to providing numbers/data for use in Egmont’s fundraising communications.
* Writing regular updates for donors at all levels on Egmont’s work, including case studies, newsletters, project reports, emails and letters
* Helping to draft the annual report - particularly in relation to Egmont’s Partners’ work.
* Preparing written reports to existing trust & foundation supporters.
* Assisting in the design and print of all literature produced to communicate Egmont’s work to donors.
* Updating the website with relevant stories and news items relating to Egmont’s Partners’ work and fundraising events.
* To explore and implement the use of social media and emerging digital services and tools to help promote Egmont’s work, helping to continually engage supporters and attract new donors.
* Working closely with corporate funders to ensure they have the information they require about specific projects and Egmont events

**Fundraising support & internal communications**

* Assisting Trustees and the Communications & Fundraising Manager with all aspects of planning and organizing events, including drafting invitations, assisting in design and print, mail-outs, and attendance at the events themselves.
* Supporting efforts to research donors and foundations to identify and evaluate potential funding sources
* Keeping up-to-date with news and developments within the sector – HIV, Africa, civil society and philanthropy to ensure that Egmont’s communications and stewardship are always relevant.
* Helping to prepare and submit applications to trusts and foundations
* Administering the fundraising database (CRM – Donorfy) e.g. inputting data, recording donations, running data reports, creating mailouts lists, drafting thank you letters, chasing Trustees.
* Undertaking administration relating to the monthly fundraising committee meetings, including drafting the agenda with the Chair, writing up minutes and booking meeting rooms.
* Assisting the Communications & Fundraising Manager with the administration and fundraising activities of The Egmont US Foundation.
* Using Egmont’s CRM database (Donorfy) to enable effective stewardship for our existing supporter base and identify fundraising opportunities.
* Providing feedback on project progress and compliance to the Programme Team, contributing to Egmont’s partner oversight and grant development.
* Responsibility for photo management and archiving of images taken by Egmont staff & Trustees during partner visits and at Egmont events.
* Ensuring Egmont’s communications with donors and prospects are compliant with Data Protection Act 2018 .

Any other tasks commensurate with the role as requested by the SMT.

# Skills & Experience

**Essential**

* Excellent written and oral communications skills: able to write compelling copy quickly; present Egmont’s key selling points cogently; represent Egmont at events and functions.
* Analytical mindset: able to parse dense reports/documents for relevant information; make connections between data; critically analyse narratives and look for confirmation from other sources.
* Excellent interpersonal skills: maintaining strong relationships both externally with donors and new introductions and internally across teams and with suppliers and volunteers
* Experience of working with Word, Excel, Outlook and other Microsoft Office programs
* Experience of using databases: able to write reports. Accurately enter data and be able to follow data management procedures.
* Excellent organisation, prioritisation and time management skills

**Desirable**

* Design experience or aptitude: experience of working with Adobe Creative Suite or designing emails
* Experience of running a social media campaign or delivering a new media strategy

# Person specification

* Ability to communicate effectively with Trustees, Partners and colleagues
* Ability to work well in a geographically disbursed team
* Friendly and outgoing with a ‘can-do’ attitude
* Team player with a flexible approach to work
* Ability to use initiative and proactively seek solutions to problems
* Trustworthy with ability to exercise discretion and maintain confidentiality
* Commitment to the mission, values and goals of Egmont Trust
* Strong interpersonal skills and ability to form and build good working relationships
* Passion and enthusiasm for working within the international development sector