



JOB DESCRIPTION: FUNDRAISING OFFICER - NORTH

Blesma – The Limbless Veterans is the national charity and membership association for limbless serving and ex-service men and women and their dependants.

We help all wounded servicemen and women who have lost limbs, the use of limbs or eyes, to rebuild their lives by providing rehabilitation activities and welfare support.

Blesma campaigns for our veteran's rights and looks after individuals and their families by offering a comprehensive grants and welfare system. Rehabilitation, support, counselling and care are the four principle foundations of our organisation. Together, we can help our men, women and their families face the challenges ahead with renewed confidence and self-belief.

Main purpose:	To develop, promote and manage a regional and corporate fundraising programme to maximise fundraising and awareness of, Blesma to achieve agreed annual income targets
Contract:	Permanent, PT 14 hours a week
Location:	Home Based
Responsible to:	Corporate and Regional Fundraising Manager
Salary:	£27,300 (pro-rata £10,920) depending on skills and experience
Holidays:	25 days (pro-rata 10) per annum, plus statutory holidays

Blesma is an equal opportunities employer and commitment to this is expected.

Blesma offers a contributory pension scheme – employer's contribution of 5% and a suggested employee's contribution of 5% and a Death in Service insurance benefit equal to one and a half times annual salary.

Full details of Conditions of Employment are set out in Blesma's Employment Contract, the main features of which are standard for all staff.

JOB SUMMARY

Primary Purpose

To work with the Corporate and Regional Fundraising Manager to develop and deliver a regional and corporate fundraising programme within the North of England. This may also include the devolved nations and other areas of the UK. The post-holder will be responsible for the day to day management of this activity and will ensure that all campaigns are within budget and are delivered to meet key performance indicators.

Main Duties

Key Responsibilities:

- **Relationship Building:** Recruit, support, and manage relationships with individual supporters, corporate partners, and community groups, helping them reach their fundraising potential.
- **Corporate Partnerships:** Identify and secure new corporate partnerships, including charity of the year opportunities, sponsorships, and collaborative fundraising initiatives.
- **Community Engagement:** Develop supporter-led fundraising activities, encourage Member involvement, and foster a diverse community of supporters dedicated to our mission.
- **Event and Campaign Support:** Play a key role in planning and supporting Blesma-organised and third-party fundraising events.
- **Major Donor Stewardship:** Collaborate with the Fundraising Team to engage and steward major donors, building long-term relationships
- **Fundraising Development:** Collaborate with the Fundraising Team to raise awareness of legacies and other ways to support Blesma long-term
- **Internal Collaboration:** Collaborate with Blesma Support Officers and Outreach Officers to maximise fundraising activity and raise awareness of Blesma

Other responsibilities:

Financial

- Take personal responsibility for achieving agreed income and expenditure targets.
- Adhere to all Blesma financial policies and guidelines and ensure all financial documentation is produced to agreed deadlines.

Admin and ad-hoc duties

- Undertake project work when requested by the Corporate and Regional Fundraising Manager.
- Undertake any other reasonable duties as requested by the Corporate and Regional Fundraising Manager
- Update and maintain all records on Raisers Edge to agreed standards and timescales

Blesma

- Work with relevant Blesma departments to achieve targets, objectives, and strategic priorities identified in the fundraising plan and organisational strategy
- Have a strong working knowledge of Blesma's vision, purpose, and impact including relevant achievements through use of internal resources.

The Main Duties above are issued for the purpose of guidance and may be subject to variation.

Key Knowledge, Experience, Skills and Behaviours:

Competencies

- Ability to motivate and influence supporters to reach fundraising targets.
- Ability to confidently ask supporters to raise money and continue their support for Blesma.
- Ability to create and use engaging fundraising products.
- Ability to maximise income by matching fundraising products with supporters.
- Ability to identify the best use of time and resources (own and supporters) to maximise income.
- Ability to recognise and reward people's contribution.

Experience

- Proven experience of achieving/exceeding targets in the not for profit or commercial sectors.
- Experience of working in a customer/supporter focused environment.
- Experience of project management
- Experience of working as part of a high performing team.
- Experience of working remotely

Skills

- Excellent networking and relationship management skills.
- Excellent communication skills including face to face, written and phone.
- Strong presentation skills
- Strong IT skills including knowledge of Windows, MS office, and fundraising databases (Blesma uses Raisers Edge).
- Exceptional time management and prioritisation skills.

Knowledge

- Understanding of the charity sector.
- Understanding of regional and corporate fundraising.
- Understanding of Blesma's vision, purpose, and achievements.
- Understanding of sector best practice and relevant fundraising/charity legislation (data protection act, health and safety, etc.).

Other

- Willing to work unsociable hours, travel and stay away from home as required.
- Full clean driving licence.
- Experience in the voluntary sector.

This job description covers the main tasks expected to be involved in undertaking the job and the main characteristics and qualities required of the jobholder. It is not meant to be all embracing and other tasks may be assigned to the jobholder as necessary and/or operational needs dictate.

PERSON SPECIFICATION

Background	Essential	Desirable
Good level of literacy and numeracy	•	
Full UK Driving Licence	•	
IT skills with knowledge of Word, Excel, Outlook and Internet	•	
Fundraising related professional qualification		•
An understanding of the wider funding environment and changing trends in the voluntary sector		•
Experience		
Experience of working within the third sector, fundraising, sales or closely related fields	•	
Experience of working with regional fundraising and corporate fundraising		•
Experience of using databases such as Raiser's Edge		•
Proven ability to manage own time and workload	•	
Excellent writing, presentation and communication skills	•	
Good telephone manner	•	
Budget or other Finance related experience		•
Traits		
A passion for Blesma's cause and work	•	
A desire to grow and develop your skills	•	
A team player with a confident manner; a professional, flexible, positive person	•	
Close attention to detail	•	