

JOB DESCRIPTION

Area:	Partnerships	
Job Title:	Fundraising and support officer (Local area)	
Responsible to:	Partnerships Director	Date: December 2019
Responsible for:	Identifying, developing and maintaining partnerships and relationships with businesses, charities and organisations in the local area, raising funding with the use of direct sales and charitable activities.	
Purpose of job:	Raise funding for Pride in Hull through local activity.	
<p><u>Key Accountabilities</u></p> <ul style="list-style-type: none"> • Communicate effectively with Pride volunteers, officers and trustees on progress and resource needs. • To seek out and develop relationships with organisations and businesses. • To ensure that all work integrates with the strategy set out by the Partnerships Director. • Organise, plan and operate local fundraising activity in line with Pride and the Partnerships Directors instruction and agreement. • To ensure that prompt action is taken at escalation points to achieve outcomes and quality standards. • To encourage local businesses and organisations to financially contribute to Pride. • To be a friendly, open and approachable person, comfortable with relationship building and direct face to face sales. • To ensure the Partnerships Director is aware of local opportunities and activities that fall under the umbrella of Partnerships and Fundraising. • To support the development and delivery of processes and spread learning across Pride to facilitate the identification of new opportunities and swift response. • To maintain an active network across all Pride departments and foster a culture of collaboration, transparency, shared learning and continuous improvement. • Direct external media communications to the Press Officer and Communications team • To work collaboratively with fundraising to support an aligned approach to the delivery of Prides priorities. • To ensure adherence to Prides Code of Conduct, policies, protocols and processes, including those for complaints and safeguarding, and to follow direction given by Partnerships Director. • Ensure the delivery of any agreed benefits to partners (e.g. logo placement, stall presence etc). • To carry out any other ad hoc duties as and when required 		