

Job Description

Job Title	DATA, FUNDRAISING AND GRANTS LEAD
Reporting to:	Head of Fundraising and Retail Operations
Main purpose of Job	In conjunction with the Fundraising Manager; <ol style="list-style-type: none">1. Develop and deliver an innovative fundraising programme which will raise the profile of the Charity and generate income against set KPI's2. Oversee the data management of donors and trusts and all elements on Raisers Edge to develop, streamline and implement new processes and procedures
Main duties: Role Specific	
<u>Individual, Community & Events</u> <ul style="list-style-type: none">• Work with colleagues on in-house events such as quiz nights, bingo and fayres to generate income and raise awareness of events happening in the local community• Work with Community FR and Communications to promote events through social media and work with HoF to create and drive bookings through the website and identification of further opportunities for promotion• Update and oversee Fundraising packs that align with our brand• Help with external events and other tasks as required.• Work with Community Fundraiser to enhance the community and corporate database to include schools, churches and other community groups which could further advance our existing works.• Work with Community Fundraiser on an individual giving process workflow to create vital touch points throughout the year leading to an uplift ask.	
<u>Trusts</u> <ul style="list-style-type: none">• Work with the team initially to research and submit small trust applications, identifying the meaningful case studies that can be used for these applications to demonstrate impact and a need for support• Work with the Communications Lead to get the relevant case studies and pictorial evidence for trust applications• Work with the team to take on medium & larger applications as the CSL works step back from November 25	
<u>Donor Stewardship</u> <ul style="list-style-type: none">• To implement a donor stewardship and cultivation plan to drive donors through a giving pipeline• Work with HoF to create a bespoke stewardship plan for new shop donors, to turn them into cash-donors• Steward community/in aid of fundraisers and provide marketing and other support with their events and fundraising activity. Steward them post-event to retain them as valued supporters of Dame Hannahs.	
<u>Volunteering</u> <ul style="list-style-type: none">• Work with HoF on a volunteer drive which would encompass all areas for volunteers with relevant profiles for the roles• Help to build a catalogue of events, outstanding works and departmental needs for volunteers• Work with HoF and Community Fundraiser on data processing these new volunteers• Work with Hof to start the process of rolling our DBS to key volunteers within the retail network to enhance the safeguarding plans which will be focused on throughout 2025	

www.discoverhannahs.org Telephone: 01752 898135 | Email: SupportUs@discoverhannahs.org

Dame Hannah Rogers Trust 2019 Limited is a registered charity, number 1194836 and a company registered in England and Wales with number 11878746 whose registered office is at Dame Hannahs, Woodland Road, Ivybridge, Devon, PL21 9HQ

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Charity Shops

- Manage shop donor data extracts from EPR and import these to RE and start them on a donor cycle.
- Support HoF on donor entry data from shops relating to Gift Aid – Donor Declarations and Daily Sales
- Support HoF with retail Gift Aid claims and the rolling self-audit process
- Work with HoF to scope out new shop locations and growth plans and identify from our database potential locations where we have donor hotspots

Raisers Edge

- Work with HoF initially to scope out the existing donors on the database which are no longer relevant – previous SH cohorts who now be over the GA requirements for retention
- To oversee supporter data on Raiser's Edge, and be responsible for all data cleaning, reporting, data segmentation and analysis/importing of constituent data
- To increase the donor base by working with colleagues to promote event registrations through online channels to reach a wider audience
- Create and maintain a bank of letter templates that can be uploaded to RE plug-ins to automate some communication processes. Eg; standard thank you, new shop donor, talk thank you etc.
- Use the Volunteer module on RE to record all shop volunteer data, including DBS, shift patterns, emergency contacts etc.
- Explore the Opportunity/Prospect modules on RE and whether this could be a fit for Dame Hannahs in taking ownership of all Trust applications from November 2025 when bringing these in-house.
- After the initial clean up operation on RE work with HoF to scope out if Blackbaud is still the best option for DH or if a different system provider could be more cost effective while giving us the same functionality.

General Duties

VALUES

- To act as a positive and professional ambassador in order to support the Charity's mission and profile
- Facilitate good practice in others by acting as a role model at all times
- Respect and value all students and staff within the Charity

SAFEGUARDING

- To adhere to and follow child/adult protection policies and procedures, in order to promote the safety of all service users and staff at all times.
- Understand your responsibility in reporting any unacceptable behaviour/ safeguarding issues involving staff in a confidential, timely manner and complying with policies and procedures as required.
- Follow all policies and procedures of the Charity relating to your employment at all times
- To keep up to date and comply with relevant legislation and good practice and attend relevant training as required

HEALTH AND SAFETY

Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can

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only succeed with the full co-operation of its employees.

- Ensure the safety of everyone on site and staff at all times
- Identify potential risk and assist in carrying out risk assessments as required
- Be proactive in taking action to report and rectify faults
- Ensure Health and Safety documentation is completed e.g. accident and incident forms, within time stated in Trust policy and/or legislation

EQUALITY AND DIVERSITY

The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this.

CONFIDENTIALITY

The post holder must maintain appropriate levels of confidentiality at all times about service users, staff and other Charity business at all times.

The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act and comply with the Trusts policies and procedures around confidentiality.

COMMUNICATION

- Communicate with everyone on site effectively and appropriately at all times
- Communicate with all staff effectively and appropriately at all times
- Share experience with colleagues to allow for continued improvement in communication
- Attending relevant meetings as required
- Attend appropriate training to enable effective communication with service users
- To keep appropriate, clear, accurate and timely records as required in line with Charity policies and legislation

TEAMWORKING

- Build and maintain good working relationships with colleagues/staff, and external contacts as appropriate
- Liaising, co-operating and support colleagues/staff within own department and other departments as required, in a professional and timely manner, especially in relation to an activity that will directly impact on service users well-being and safety

PROFESSIONAL DEVELOPMENT

- Adhere to Performance Management processes in line with Charity policies and procedures
- Undertake all Mandatory Training and other training to maintain and improve own knowledge and skills.
- Undertake any extended training required to ensure continued professional development

FLEXIBILITY

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other duty or task within the responsibility level for their post.