

Fundraising Officer - Job Description & Person Specification

Salary:	CHA32
Location:	Kings Cross, London (Hybrid working)
Responsible to:	Senior Trusts and Foundations Manager
Hours:	37.5 hours a week (with 2 days office based)

About Sense International

Sense International is an international development Non-Governmental Organisation (NGO) working to enable children and young people with deafblindness or multi-sensory impairments to live full and active lives. Sense International supports programmes in Kenya, Tanzania, Uganda, Romania, Peru, India, Bangladesh and Nepal, and works on sensory screening and early intervention, inclusive education, vocational / livelihoods, advocacy and capacity strengthening.

We have just celebrated our 30th anniversary having reached over 1 million people and have a clear ambition to reach more people through innovation, influence and awareness raising.

Sense International is the sister charity of Sense UK, and whilst we are an independent charity, we work closely with all departments including communications, marketing, digital teams at Sense and within the same head office in London.

About the role

The Fundraising Officer will play a key role in delivering and growing income to support the charity's mission. Working closely with the Senior Trusts Funding Manager, you will help



implement fundraising plans across multiple income streams, including trusts and corporate foundations, events and individual giving.

As a key member of the Fundraising Team, you will work closely and collaboratively with colleagues across the organisation, including programmes, communications and finance. Your excellent communication and relationship-building skills will be essential as you identify and assess partnership opportunities and ensure these are effectively passed to the relevant fundraising leads for cultivation and development as well as having ownership yourself in developing a portfolio of donors.

A natural self-starter, you will play a key role in identifying qualified potential partnerships across a variety of income streams, including Trusts and Corporate Foundations, supporting the team in delivering sustainable income growth.

This is a varied and rewarding role that offers the chance to develop your fundraising skills across multiple income-generating activities. If you're a confident communicator and enthusiastic collaborator, this is an exciting opportunity to take on a meaningful new challenge and help Sense International reach its ambitious objectives.

Key Responsibilities

- **Building new relationships with trusts and corporate donors**
 - Prospecting and researching new trusts and corporate donors who align with Sense International's mission and can support our work.
 - Writing compelling grant applications and proposals to new potential donors.
 - Manage an unrestricted annual mailing to small trusts and foundations to secure target income per year.
 - Build relationships with donors providing quality stewardship and long term engagement across our fundraising streams
- **Monitoring & Reporting to donors**
 - Working with the programmes team and Senior Trusts Manager to draft compelling funding reports for donors.
 - Track and report on income, KPIs, and donor engagement activity.
 - Maintain and update the donor database, ensuring accurate record-keeping and GDPR compliance.
 - Deliver excellent stewardship experience for donors.
- **Managing fundraising campaigns and events**



- Support the delivery of our Big Give fundraising campaign to grow income and individual donor engagement.
 - Manage our small group of eventers including London and Paris Marathons.
 - Provide support of our corporate golf day alongside trustees.
 - Ensure strong financial tracking and reporting of donations made across platforms and with our finance/supporter care teams.
- **Collaboration**
 - Work with colleagues across fundraising, communications, programme delivery and finance to ensure consistent messaging and reporting.
 - Supporting with other adhoc duties that may arise as requested by the CEO and Associate Director, including supporting other members of the Sense International team.
 - Represent the charity at events and networking opportunities as needed.

Person specification

Knowledge and Experience

Essential

- Experience in a fundraising, communications, or marketing role.
- Excellent written and verbal communication skills.
- Strong organisational and time-management skills.
- Ability to manage multiple tasks and deadlines.
- Understanding of fundraising regulations and ethical standards.
- Empathy and awareness of issues affecting disabled people.
- Proficiency in using Microsoft Office and CRM systems (e.g. Raiser's Edge, Donorfy, Salesforce).

Desirable

- Experience of working in an international NGO or cross-culturally and liaising with colleagues in other countries.
- Understanding disability issues
- A demonstrable commitment to enabling an inclusive and diverse workforce to reflect our community.



- A commitment to people with complex communication and Sense's vision and values; a willingness to learn how to communicate with people with complex communication and identify the barriers to their participation in all aspects of Sense's work.

Skills

Essential

- Demonstration of developing excellent proposals, reports and supporter communications.
- Excellent organisation and prioritisation skills.
- Ability to use own initiative.
- Be able to communicate and work collaboratively with a range of stakeholders and colleagues
- Ability to operate in a fast paced, multi-stakeholder environment – comfortable working across a diverse range of issues and campaigns simultaneously.

Desirable

- Ability to deliver detailed and accurate budgets.
- Ability to create strong branded content for fundraising presentations, appeals and applications.
- Advanced networking and relationship management skills.

Our values

Everything we do is underpinned by five core values. These values shape the way we work as we pursue our vision of a world where no one, no matter how complex their disabilities are isolated, left out, or unable to fulfil their potential.

- We champion inclusion
- We are rights-based
- We value individuals
- We work in partnership
- We uphold high standards