# Sailing Tectona - Fundraiser Vacancy

## Key Responsibilities

- Preparing, maintaining, and delivering a fundraising strategy and plan alongside our Volunteer Fundraiser and Business Manager to support the delivery of our vision and charitable objectives.

- Enhancing our fundraising capability - providing expertise and creativity to broaden our fundraising income by:

  o Writing grant applications, proposals, and letters to attract funding from grant-making trusts and foundations.

  o Exploring all areas of fundraising including individual giving, corporate, legacy, and major donors and identifying new opportunities.

  o Supporting the organisation and delivery of virtual and in-person fundraising events.

  o Supporting our sailing groups with fundraising ideas.

- Building and nurturing long-term relationships with new and existing funders through regular communication and compelling impact reports and updates.

- Ensuring our fundraising activities remain compliant with statutory and regulatory requirements and reflect best practice.

- Regularly updating and effectively managing the fundraising information held on our database.

- Reporting to the Business Manager.

## Person Specification

<u>Requirements</u>

Knowledge and experience - a proven track record of:

- Working in fundraising or events in the third sector.

- Applying passion and creativity to increase funding income.

- Building long term relationships with supporters, funders, stakeholders or customers.

- Confidently communicating with different audiences using a range of channels.

- Delivering multiple priorities or projects to a deadline.

<u>Additional skills and competencies</u>

- The ability to influence others using strong written and verbal communication skills.

- Excellent self-management and organisational skills with strong attention to detail.

- Good interpersonal skills – being confident and diplomatic - with an enthusiastic attitude.

- Strong resilience, particularly when faced with setbacks.

- The ability to work effectively under pressure and meet tight deadlines.

- The ability to work flexibly and effectively both independently and as part of a team.

- Good numeracy and IT skills.

Although experience in the maritime sector may be an advantage, it is not a requirement.