



**For tribes, for nature,  
for all humanity**

# Community Fundraising Officer

**Reporting to: Supporter services director**

Are you a creative self-starter with lots of energy and ideas? Do you have experience working in community fundraising or outreach for a non-profit? And do you want to work for an organisation that helps make the world a better place? We're offering a rewarding opportunity for a highly skilled community fundraiser to play a key role within Survival's Supporter Services department.

This is an exciting role where you will focus on planning and growing our fundraising events including the Run for Survival and all other aspects of community fundraising and outreach, ensuring we nurture our supporters' engagement and build their loyalty.

As part of a small and very busy organisation, you will be handling a broad workload. This role is self-driven, organised and creative, requiring excellent organisational, planning and communication skills as well as a significant interest in donor and supporter engagement, a good sense of judgement, compassion and a strong interest in our cause.

## Responsibilities

### Strategy and planning

- Devise, implement and evaluate an annual fundraising plan for challenge and sponsored events
- Plan and deliver effective, exciting, and appropriate fundraising activities including legacy giving

### Fundraising

- Raise funds from a range of community events and activities including Run for Survival and The London Marathon
- Develop and nurture relationships with our community fundraisers and potential funders, with the aim of both maximising the funds they raise and building their engagement with Survival.
- Attend fundraising and other events where possible
- Grow legacy income and communicate with executors regarding legacies left to Survival
- Monitor, evaluate and identify learning points from community events and activities
- Work closely with staff in Survival's offices around Europe and the US by sharing ideas, offering support and collaborating on projects.

### Administration and reporting

- In conjunction with the Supporter Services director, plan and monitor the allocation of the budget, spending and income
- Record data accurately using the Salesforce database
- Produce reports and supply data as required
- Respond to enquiries made by phone, post, and email
- Acknowledge donations appropriately; write effective thank you letters and share these with relevant colleagues
- Adhere to all relevant financial procedures

### Communications

- Devise and implement a communications plan to promote fundraising and outreach initiatives
- Provide content for Survival's communications channels, e.g. newsletters, e-newsletters and social media
- Contribute to the creation of fundraising materials and resources, as required

- Work with supporters to raise awareness of Survival

#### Various

- Provide support to the Supporter Services department and organisation during busy times, as required
- Carry out other tasks consistent with the general remit of the department when required and during staff's annual leave

## Experience and skills

#### Required

- A commitment to Survival's cause and to human rights, and an understanding of how that motivates our supporters and shapes our public interaction
- Experience in fundraising in the not-for-profit sector or equivalent
- Excellent verbal and written communications and demonstrable experience of communicating to a range of audiences
- Ability and experience of managing multiple projects and priorities with limited supervision
- Ability to work on own initiative and as part of a team, and willingness to 'pitch in' as required in a small organisation
- Supporter / customer centric approach and experience of supporter/ customer journey development
- Highly organised, self-motivated and happy and able to work proactively, efficiently and independently
- Proficient in using MS Office or equivalent

#### Desirable

- Experience of using a Salesforce database
- Experience of using Engaging Networks platform
- Experience of using Adobe Creative Suite
- Experience of Gift Aid claims on fundraising income
- Experience of using video editing software
- Knowledge of any of Survival's other working languages (Spanish, French, Portuguese, Italian, German, Hindi) would be an advantage

## What can we offer you?

When you join Survival International, you're getting more than just a career: you're gaining a unique opportunity to join an exciting and unique campaigning organization. You will be working with an international team of passionate people who really care about human rights and want to change the status quo.

Being part of such a small (but growing!) team offers the opportunity for real variety in your day-to-day work and the development of your role.

We have generous annual leave (25 days plus bank holidays) and a cycle to work scheme.

**Salary range:** £29,000 – 31,000 per annum depending on experience

**Hours of work:** This is a full-time permanent position with a 6-month probationary period (Mon – Fri, 10am – 6pm)

**Location:** Hybrid, remote and London head office\*

**Closing date for applications:** The vacancy will remain open until the position is filled

\*At present our staff are mostly working remotely due to Covid precautions.

## Equal opportunities

Survival is committed to building a diverse and inclusive workplace and actively welcomes applications from candidates of all backgrounds. We will not discriminate on the basis of any aspect of your identity.

Find out more about our work here: [www.survivalinternational.org](http://www.survivalinternational.org)