



**The Dash Charity  
Fundraising & Communications Officer  
Job Description**

**Reports to: Fundraising and Communications Manager**  
**Hours of work: 37.5 hours per week - flexible**  
**Location: Maidenhead (office-based with some home-working by agreement with line manager)**  
**Salary: £25,000 – 26,000 per-annum**  
**Term: Permanent**  
**Holidays: 25 days**

**Purpose:**

**The primary aim of the role is to generate income and raise the profile of the charity through internal & external communications, enabling the charity to run specific projects and services which meet the needs of victims of domestic abuse and their dependents.**

**You will be part of a small team, growing a pipeline of opportunities.**

**Under the general direction of The Dash Charity, to undertake the duties of Grants Writer, as specified below, on behalf of The Dash Charity. To work within the aims, policies, guidelines and practices of The Dash Charity, paying particular attention to key areas of Safeguarding, Health & Safety, Confidentiality and Equal Opportunities.**

**Income Generation**

- To conduct detailed and regular research on local and national Trusts and Foundations to inform a comprehensive database of potential avenues of support and an annual work plan
- Compose high quality, engaging proposals and funding applications, tailored to the guidelines and requirements of each Trust Funder
- Complete monitoring reports requirements of each Trust Funder
- Produce timely and accurate reports to SMT, of pipeline, plans, budgets and performance measures on a monthly basis

**Communications**

- Work with the Fundraising & Communications Manager to deliver targeted direct communications & marketing campaigns
- Act as a point of contact for donor enquiries and follow up leads in a timely manner
- To work with the Fundraising & Communications Manager and CEO to produce and execute a Communications Strategy.
- Use social media and online communications to increase the profile of The Dash Charity and encourage supporter engagement.
- To actively engage with supporters and donors through regular communication via the Fundraising Database and supported functions
- Raise awareness of the Dash Charity through talks and networking events with the aim of increasing donor support
- Undertake office administration as required, including dealing with general phone queries, correspondence and office administration to enable the smooth running of the office.
- Provide support with media monitoring and evaluation.
- Work with and support a team of volunteers recruited to work on specific fundraising projects.
- To operate within clear professional and confidentiality boundaries and to work within The Dash Charity code of conduct
- Daily check e-mail and answer urgent requests.
- Review workload daily and prioritise.
- Contribute to the development and review of The Dash Charity policies and procedures.
- To implement and adhere to The Dash Charity policies and procedures

## **PERSON SPECIFICATION**

### **Essential**

- Proven experience working or volunteering within a charity fundraising or communications environment
- Experience within a customer facing role
- Knowledge of social media & direct marketing campaigns
- Setting up new projects and working to tight deadlines.

### **Desirable:**

- Experience using databases
- Demonstrable experience of writing grant applications to generate fundraising income from trusts and foundations

### **Skills**

- Strong attention to detail
- Able to identify and manage own priorities and conflicting schedule demands
- Ability to influence and work in partnership with a diverse stakeholder base
- Ability to network and build strong relationships
- Able to recognise, respond and adapt appropriately to change
- Effective and enthusiastic team player with a 'can do' attitude
- Innovative, and able to proactively identify opportunities
- Resilience – determined with the ability to overcome obstacles
- Effective communication skills (written, verbal, listening)
- Problem solving

### **Desirable**

- Broad knowledge of the voluntary sector
- Understanding of the domestic violence sector and the role and remits of statutory and voluntary agencies in the sector