



The Dash Charity Fundraising and Communications Officer Role Description

Reports to: CEO

Hours of work: 4-5 days per week (flexible)

Location: Hybrid (Home-based with regular travel to Maidenhead, Slough, and Windsor, so ideally based within 1 hour of the area)

Salary: £27,000-28,000 per annum (pro-rata)

Term: Permanent/Contract

Holidays: 25 days (pro rata) + birthday + bank holidays

Overview

The Dash Charity is looking for a Fundraising and Communications Officer to join our wonderful team. This is an exciting opportunity to be part of a local domestic abuse charity with a huge influence and reach. For almost 50 years The Dash Charity has been supporting individuals and families experiencing domestic abuse, empowering women, men and children to recognise the tactics of abuse, break the cycle, and take back control of their lives.

We were one of the first charities in the UK to be awarded Leading Lights status for our Advocacy and Outreach Services by SafeLives, and pioneered healthy relationships workshops in schools over a decade ago. We run three refuges that offer a sanctuary to women and children escaping violence and abuse, offering specialist children's support and one to one support for women.

We're now looking for an ambitious and dedicated individual to help us to secure essential funding and steward our local relationships, to continue delivering our life-changing services into the future.

The postholder is responsible for growing income through Community Fundraising, engaging with local businesses and groups, existing supporters plus researching, planning and implementing new fundraising initiatives. They will actively engage with community supporters and donors through regular communication.

This will be a new role for the organisation and will work alongside the Development Officer, reporting to the CEO.

Under the general direction of The Dash Charity to undertake the duties of Fundraising and Communications Officer, 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.

Main Duties

- Be a point of contact for donors and supporters, maintaining a highly personalised approach throughout the donor journey
- Liaise with external supporters, staff, volunteers, trustees or service users who are undertaking fundraising to ensure they are equipped with the relevant resources, and support at events where needed. Contact supporters using fundraising pages/platforms to provide them with help and support.
- Support the CEO and fundraising colleagues with researching and developing links with local societies, charities and other organisations and businesses whose values and mission align with that of Dash's, and will support our cause
- Recruit, train and support a portfolio of community ambassadors and volunteers to work on specific projects and fundraising activities.
- Create, maintain and provide a fundraising pack and resources for individuals and local community groups wishing to raise funds for Dash.
- Support the CEO to produce timely and accurate reports to SMT, of pipeline, plans and performance measures on a monthly basis to demonstrate how targets will be achieved, making adjustments across the year as necessary
- Identify, prioritise and organise events and fundraising activities along with local groups, schools and businesses
- Attend local community group meetings, presenting to audiences in order to generate income and support.
- Manage and grow income from Dash's local community and give talks to raise awareness about Dash's services and increase individual and community donor support
- Liaise with local stakeholders and build new stakeholder relationships on behalf of the charity
- Updating and maintaining accurate fundraising records, including using a CRM database.
- 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

Other Requirements/Personal Qualities:

- To be a good team player and work constructively with colleagues and managers in all aspects of work. Contribute positively to meetings such as supervision, appraisal and team meetings.
- To undertake training relevant to the position, including a thorough induction to the charity.
- To undertake any other duties as directed by the line manager that may reasonably fall within the scope of the post.
- To undertake ad-hoc projects as required by The Dash Charity Management
- DBS check
- Ability to work on own initiative and manage workload
- Ability to relate to and communicate with people on varying levels
- Commitment to the vision and values of The Dash Charity
- Knowledge of our local communities and an understanding of the domestic violence sector (desirable)

Person Specification

Essential

- Outstanding written and verbal communication skills and attention to detail
- Experience of building and maintaining positive and productive relationships with stakeholders and professionals
- Experience of successfully delivering against financial targets within specified deadlines.
- Ability to prioritise a busy workload while ensuring targets are met
- Knowledge of a wide range of community fundraising techniques.
- Proven experience raising money in a community setting and making successful fundraising asks
- Completion of work to high standards and strong attention to detail

- Excellent interpersonal, communication and presentation skills
- Good knowledge and understanding of Dash's local communities and supporters
- Experience of successfully creating and delivering against fundraising plans and reporting progress against targets
- Previous experience of using online donation platforms and CRMs (desirable)
- Proven ability to manage volunteers.

Access to own vehicle and a full clean driving licence is required.