



Development (fundraising) Officer

Salary: £23,100
Contract: Permanent
Location: Farringdon, London with remote working
Hours: 30 or 37.5 hours per week; we support flexible working
Reports to: Senior Development Officer

The purpose of the role is work with colleagues to help secure funding for the Centre, in particularly running regular events for us to get to know potential funders and building and maintaining relationships with organisations that fund us.

Key responsibilities include:

Development and Fundraising

- Identify and make connections with suitable individuals, organisations, trusts and foundations interested in funding the Centre's work.
- Help prepare proposals, grant applications and other fundraising materials
- Work with colleagues to deliver a programme of stewardship for existing and potential funders.
- Help grow the Centre's network of speakers and supporters to ensure we meet or exceed our diversity targets.
- Innovate and help create new ideas for events and activities.
- Ensure that Salesforce, Centre for London's CRM database, is kept up to date and in and in line with latest data protection laws.
- Contribute to impact reports for funders and assist in the production of the annual report.
- Work with others to deliver the smooth running of events, particularly focusing on event for potential funders (cultivation events) and the flagship London Conference, including planning, logistics and delivery for events.

General Responsibilities and Duties

- Undertake the duties of the job description in accordance with the operational policies of Centre for London, including but not limited to the diversity policy and code of conduct.
- Maintain good working relations with trustees, staff, volunteers and others connected to the organisation.
- Present the organisation in an appropriate and professional manner to people who we work with and try to influence.
- Contribute to the development and growth of the organisation through working in accordance with its wider objectives, corporate philosophy and values.
- Assist at Centre for London events outside of normal working hours as necessary.
- Undertake any other reasonable duties as may be required.



Person Specification

Applicants must show commitment to Centre for London's mission: developing new solutions to London's critical challenges and advocate for a fair and prosperous global city.

Experience

- Managing relationships with funders or stakeholders, this could be from working with donors, corporate or trusts/foundations.
- Experience in planning and delivering events successfully.
- Awareness of London policy, networks and government, and how to effect change in policy making and practice an advantage
- Experience using databases an advantage

If your experience does not match this list but you feel strongly that you have transferable experience and an interest in the work we do, we still welcome your application if you can explain in your cover letter.

Skills/Competencies

- **Highly organised.** Able to balance and prioritise multiple tasks, often to urgent and competing deadlines.
- **Excellent attention to detail.** Keeping accurate records - such as sponsor requests, names and titles of key stakeholders, venue requirements etc.
- **Professional and confident communication skills (written and verbal).** Able to liaise with senior people (e.g. speakers, chairs, sponsors) via email, video conferencing and on the phone.
- **Excellent customer service skills** and ability to assist with high level event attendees, creative problem solving on your feet.
- **Ability to adapt and learn quickly.** Able to show initiative and adapt quickly to new challenges.
- **Strong IT proficiency**, including MS Office, and ability to learn programmes such as Salesforce, MailChimp and/or WordPress CMS.
- **Ability to follow guidelines and procedures** to comply with the Institute of Fundraising Code of Practice; maintain confidentiality and work with financial data and personal data within ICO and GDPR regulations framework.
- **Excellent team player**