



COMMUNITY ACTION NEPAL (CAN)

FUNDRAISING OFFICER

Purpose of the Post: We are looking for a Fundraising Officer to help us to further increase our income from community and events fundraising, corporates, individuals and develop our donor communications. The new Fundraising Officer will play an integral part in maximising CAN's income. The post holder will be involved in raising funds from community, corporate and other sources to further the work of CAN. You will also help to develop our communications, including across our social media platforms, with a specific focus on providing fundraising stories or content; and to implement digital fundraising ideas.

About CAN

Community Action Nepal (CAN) was established 25 years ago by the world-renowned mountaineer Doug Scott CBE, to raise the living standards of remote mountain communities in Nepal. In this time CAN, working predominantly with our implementation partner in Nepal, has built 17 schools, 19 health posts and three Porter Rescue Shelters and delivered a wide range of livelihoods, agriculture and cultural programmes, improving the lives of many thousands of people in rural Nepal. The principles of CAN's ethos are that projects should be sustainable in the long term, involve local communities in their management and delivery, and be sensitive to protecting indigenous cultures. You can find out more about CAN by visiting <https://canepal.org.uk>.

Sadly, Doug died in 2020 but CAN Trustees are committed to continuing his work in Nepal. To this end we have a new Director of Fundraising in post who you would support to implement the Fundraising Strategy and increase income across a range of income streams.

CAN is run by a group of 10 Trustees, with a variety of qualifications, through six Sub-Committees: Strategy, Finance, Fundraising, Construction, Health and Agriculture.

Job Description

Title: Fundraising Officer

Responsible to: Director of Fundraising

Based: Home working within the U.K. Ideally the candidate will be based in Cumbria to maximise potential income from the local community.



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Keys Tasks

Fundraising:

- Working with established community groups e.g.: schools, clubs, climbing and outdoor groups, churches and other groups to raise the profile, increase income and further support
- Developing partnerships and relationships with community groups
- Looking for opportunities for fundraising in the community and research using internet and telephone for new leads.
- Promoting fundraising initiatives, giving community supporters a range of ways to be involved.
- Providing support to volunteer fundraisers
- Helping to coordinate, manage and deliver a calendar of fundraising events and implementing new community fundraising events
- Giving talks and presentations to local community groups and working with volunteers to enable them to do this.
- Stewardship of the Friends of CAN initiative.
- Supporting the development of relationships with companies of all sizes and types, including business networking groups to generate income.
- Reacting to external opportunities to represent and promote our work
- Enthusiastic representation of CAN at public events and activities, helping to raise awareness of our work, values, and goals.
- Provide monthly analysis and reports on fundraising campaigns/appeals and recruitment of new supporters/grants to the Director of Fundraising.
- Ensure that supporter records are kept up to date (in-keeping with GDPR guidelines) on the database/CRM.



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Communications:

- Supporting the Director of Fundraising with press releases
- Producing marketing and publicity materials
- Writing, designing and posting social media posts and campaigns
- Assisting with updating the website including writing, uploading and editing content and photographs
- Keeping up to date with national initiatives and campaigns
- Developing creative campaign ideas
- Contribute toward income generation and generate leads for fundraising through social media and other digital platforms
- To assist with the development and production of a range of fundraising stewardship materials including posters, our online fundraising newsletter, and annual thank you to donors.

Other:

- Promote and represent CAN with courage, respect, and integrity.
- Support and promote CAN's commitment to equality, diversity, inclusion and the safeguarding of children and vulnerable adults.
- Comply with all CAN's policies and procedures.
- To work closely with other staff, volunteers, trustees and patrons as necessary
- Staying abreast of fundraising good practice and legislation, ensuring compliance with the Charities Act, Fundraising Regulator codes of practice and GDPR
- To hold a flexible approach to working hours (the role will require the post holder to work evenings and weekends as necessary).



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- To hold a flexible approach to work when asked to take on other fundraising or admin duties when the team needs to cover holidays, or at times of workload pressure.
- Undertake other duties as requested by the Director of Fundraising in line with the post.



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Person Specification

Experience

Criteria	Essential/Desirable	Measured By: Application/Interview
2 years or more experience of working in the charitable sector	E	A
Experience of working in a small to medium sized charity	E	A/I

Knowledge and Understanding

Criteria	Essential/Desirable	Measured By: Application/Interview
Knowledge and experience of running digital engagement/ fundraising campaigns, including social media and supporter email, preferably in a charity context	E	A/I
An understanding of best practice in fundraising, relevant legislation and regulation	D	A/I
Knowledge of donor management systems and effective ways of nurturing relationships with donors, partners and supporters	D	A/I
A willingness to understand CAN's ethos and demonstrate a commitment to the values of the charity	E	A/I

Skills and Qualifications

Criteria	Essential/Desirable	Measured By: Application/Interview
Good standard of education	E	A/I
Good interpersonal and communication skills (both verbal and written)	E	A/I
Ability to network effectively	E	A/I
IT literate – particularly Microsoft Office, Excel and CRM databases	E	A
Ability to drive and willingness to travel	E	A



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Personal Qualities

Criteria	Essential/Desirable	Measured By: Application/Interview
Confident, disciplined, and self-motivated with ability to work independently	E	I
Professional, personable and approachable, with an ability to positively interact with a wide range of people including colleagues, funding partners, volunteers, Trustees	E	A/I
Team player with a good sense of humour and good self-resilience	E	A/I
Outcome focussed with ability to work to demanding targets and deadlines	E	A/I

Terms and Conditions

Salary : £24,000 per annum

Hours: Full time. 35 working hours per week, Monday to Friday. The nature of the post's duties may from time-to-time require evening and weekend work. Paid overtime is not available, but time off in lieu will be given.

Flexibility: Subject to ensuring that the needs of the charity and the role are met, CAN endeavours to meet the flexible working needs of its employees.

Holidays: 25 working days per annum in addition to normal public holidays.

Pension: CAN offers a workplace personal pension through NEST. Details will be sent directly to you by the provider at the point that you are eligible for auto-enrolment.

Supervision: The post holder will report to the Director of Fundraising

Equal Opportunities: CAN is committed to equal opportunities and appoints on merit. We welcome applicants from all sections of society regardless of gender, sexual orientation, race, disability, marital status, age and religion, perceived community background or political beliefs.

Place of Work: Home based within UK, ideally Cumbria. The post holder will be required to travel to other parts of the country to fulfil their role for which expenses will be covered. Public transport is encouraged.



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Closing deadline: Friday 3rd February

Interview date: Thursday 16th February