Fundraising Officer

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| Reporting to | Head of Development |
| Conditions of service | * 37.5 hours per week, 5 days per week (4-day week considered) * 25days annual leave per annum & public holidays * 4% pension contribution * Permanent contract |
| Salary | £27,500 per year, based on experience |
| Location | Vauxhall (one day a week) and home-based, London |
| Main working contacts | Head of Development, CEO, Programmes, Research, Advocacy & Policy, partners, volunteers and supporters |

# About Orchid Project

Orchid Project envisions a world free from female genital mutilation/cutting (FGM/C). Our mission is to catalyse the movement to end FGM/C by generating and sharing knowledge, fostering collaboration, and uniting stakeholders to influence global commitments. As a registered UK charity with offices in Kenya and Denmark, we have a global reach.

FGM/C is the harmful practice of forcibly removing a girl's external genitals, affecting millions of girls worldwide. Shockingly, at least 4.3 million girls are at risk of being subjected to FGM/C annually, and over 200 million women are currently living with its devastating impacts. Disturbingly, in half of the countries where FGM/C is practiced, the majority of girls undergo the procedure before the age of 5.

This deeply entrenched practice violates human rights, jeopardises health, undermines child welfare, and disregards the rights of women. Notably, FGM/C serves no medical purpose, is not mandated by any religion, and can lead to severe negative physical and psychological consequences.

At Orchid Project, we tirelessly advocate for increased resources and prioritisation of efforts to combat FGM/C globally. We establish partnerships with organisations working towards a sustained end to FGM/C in practicing countries and effectively communicate the urgent need to eradicate this practice.

With a staff team of 18 (including Research) dedicated professionals and a Board of 10 Trustees, Orchid Project is committed to driving meaningful change. Together, we strive to protect the rights of women and girls, promote their well-being, and create a future where FGM/C is relegated to history.

For more information, please visit our website: [www.orchidproject.org](about:blank)

# Role Summary

As a Fundraising Officer, you will play a crucial role in supporting Orchid Project's fundraising activities. Reporting to the Head of Development, you will work closely with our dedicated team to implement our comprehensive fundraising strategy.

To excel in this role, you should possess a deep understanding of diverse fundraising methodologies and donor relations. Your experience may include securing grants from trusts and foundations, cultivating major donors, organising fundraising events, developing online platforms for individual giving, building relationships with individual donors, fostering community fundraising initiatives, establishing corporate partnerships, and crafting compelling institutional proposals. You will be adept at engaging donors at all levels and inspiring them to contribute to our cause.

# Role Description

## Income Generation

* Collaborate closely with the Head of Development and cross-functional teams to implement and contribute to Orchid Project's comprehensive fundraising strategy across all income streams.
* Conduct extensive research on trusts and foundations in the UK and overseas, preparing persuasive grant applications, reports, and presentations. Secure funding from new and existing donors.
* Identify and evaluate potential corporate donors, domestically and internationally. Write tailored applications, reports, and presentations to secure funding and establish long-term partnerships.
* Conduct research on potential major donors, support relationship building, and assist in pitch preparation to secure major donations.
* Provide support to community fundraisers, offering guidance and assistance for challenge events and small-scale fundraising initiatives.
* Design and submit compelling fundraising appeals to individual donors, leveraging persuasive storytelling to inspire support.
* Support the planning and successful implementation of Orchid Project events, ensuring effective fundraising strategies, logistics coordination, and donor engagement.
* Assist in the smooth operation of fundraising processes, including CRM management, donation processing, gratitude expression, and Gift Aid claims.
* Contribute to strengthening Orchid Project's institutional infrastructure by documenting fundraising processes and knowledge.
* Represent Orchid Project to external stakeholders and at events, promoting the organization's mission and building relationships.
* Manage a portfolio of donors, communicating technical information through clear and precise narrative and financial reports

## By fulfilling these responsibilities, you will play a vital role in supporting Orchid Project's fundraising efforts and contributing to the organization's mission of ending female genital mutilation/cutting (FGM/C).

## Fundraising Communications

# Collaborate with the Head of Development and Communications Manager to create compelling fundraising content for Orchid Project's various communication channels, including appeals, online giving platforms, and social media platforms such as Facebook and Twitter.

# Contribute to the development of informative and engaging marketing materials in collaboration with the team, including the annual report.

# Other Responsibilities:

# As a member of Orchid Project's small team in an entrepreneurial environment, you may be required to support staff and undertake additional tasks that may arise outside of your primary job description. This could include providing assistance in program design, travel arrangements, and other related duties as needed.

# Person specification

## Essential

* Minimum of 2 years of fundraising experience, demonstrating a comprehensive understanding of various income generation methods typically employed by small charities.
* Exceptional organizational skills and keen attention to detail, consistently delivering high-quality work even with minimal supervision.
* Ability to effectively prioritise tasks and manage workload independently, displaying self-initiative and decision-making capabilities.
* Proven experience in managing multiple priorities and meeting deadlines in a fast-paced team environment.
* Strong collaborative skills, with a track record of working effectively with other departments and supporting fellow team members.
* Excellent written and verbal communication skills, enabling clear and persuasive messaging in fundraising efforts.
* Proficient numerical skills and proficiency in creating and editing budgets using Excel.
* Enthusiasm for working in a small, growing charity where individuals assume multiple roles and face new challenges every day.
* Proficiency in utilising MS Office and Google Suite applications, as well as donor management software like Salesforce, with experience working effectively online.
* A willingness, on rare occasions, to work outside of regular office hours or on weekends, demonstrating dedication to the cause.
* Passionate about advocating for the human rights of women and girls.
* Previous experience in events management, showcasing the ability to plan and execute successful fundraising events.
* Design experience for creating impactful fundraising communications.
* Exposure to international and/or cross-cultural environments, reflecting adaptability and cultural sensitivity.
* Demonstrated creativity and the ability to generate innovative ideas that can contribute to securing funds for the cause.

# Preferred:

# Preferred education level: Degree

# Charity sector work experience.