

## **Fundraising Officer (Donor Relationships)**

**Salary: £22,000 per annum (with the ability to rise to £25,000 in time)**

Would you like to work for a progressive charity that transforms lives and is currently going through an exciting period of transformation and international expansion?

**The Jubilee Sailing Trust (JST) is a registered charity that provides life-changing adventures to people of all physical abilities aboard two very special ships, Lord Nelson and Tenacious.**

The JST is known and respected throughout the world. It has been accredited to the United Nations for its work on the Rights of Persons with Disabilities, making it one of very few organisations so recognised worldwide. The JST has vast experience, having taken huge numbers of people to sea, of all abilities, and in all weathers.

This is an opportunity develop your career in Fundraising within a fast moving, dynamic team based in Southampton.

### **The Role**

In this role you will support the management, development and expansion of a portfolio of major donors and other people of strategic influence by providing proactive, efficient and effective support to inspire philanthropic giving (or other supporters for our work) and ensure excellent stewardship of donations.

This will include:

- Administration relating to the processing and thanking of gifts, stewardship of donors
- Building relationships with donors and developing and maintaining an awareness and understanding of their relationships with the Trust
- Arrangements and preparation of events and Major Gift meetings
- Maintenance of excellent donor and project records
- Work with the communications team to produce online and offline publications/updates for major donors and associated events
- Prospect research and pipeline management activity

### **The Skills Required**

- Ability to negotiate with and influence others
- Confident and approachable
- Ability to communicate effectively
- Proven experience of developing relationships with key external partners
- Excellent research skills
- Evidence of strong project management
- Highly organised with the ability to prioritise a busy and varied workload
- Excellent attention to detail
- IT literate and able to maintain and develop effective administration and information
- Strong work ethic

To apply, please email your CV and covering letter to [jane@flexiblehrsupport.co.uk](mailto:jane@flexiblehrsupport.co.uk)

**Closing date: 7<sup>th</sup> May 2018**