



## JOB DESCRIPTION

<b><u>TITLE:</u></b>	Fundraising Officer
<b><u>REPORT TO:</u></b>	Head of Fundraising
<b><u>OFFICE BASE:</u></b>	Golf Foundation Head Office, Ambition Broxbourne Business Centre, Hoddesdon, EN11 0FJ
<b><u>HOURS:</u></b>	The length of a normal working week will be 40 hours. Additional hours may be required at certain times in the year to help with specific projects or events. Flexible working - visiting Head Office 4 x month.
<b><u>START DATE:</u></b>	October 2023

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### **BACKGROUND:**

The Golf Foundation is a national charity that introduces children to golf, from all backgrounds, creating golfers. We do this because golf can change lives.

Through our flagship delivery programmes, we are teaching young people the wider benefits of golf in their schools and taking the sport to youngsters in under-served communities; in addition, we are helping clubs to attract and retain more juniors, while reaching out to many families brand new to golf. Underpinning all our work are the mental toughness tools that are taught to young people in our programmes, helping them to build resilience, concentration, and confidence both in school and their wider lives.

Last year, over 218,000 children were introduced to golf - 46% were girls, 15% had a disability and 19% were from an ethnically diverse background. 10,654 new golfers (playing at least 12 times in a year) were created and there was a 47% increase in membership at GolfSixes League clubs.

## PURPOSE OF ROLE:

We are looking for a confident and outgoing person with excellent communication and administrative skills to support fundraising activities across a range of different income streams.

The Fundraising Officer will provide high-level supporter care, manage the donation and thanking process with a keen eye for detail, ensuring records on the fundraising database are accurate and developing and maintaining supporter relationships whilst holding a small budget.

- Process all donations and other fundraising income, setting up accurate database records, assigning appropriate finance codes, collating income from third-party sources, preparing donation acknowledgements and communications as required
- Deliver efficient and conscientious fundraising administration and supporter care
- Have responsibility for an income target of c. £50k from our lower-level supporters

## RESPONSIBLE FOR:

### FUNDRAISING:

- Full administration of our Make Your Mark Appeal: recruitment of club support, relationship management with lead contacts, mass mailing of supporter packs, maintaining supporter records
- Supporting our new Unleash Your Drive in Schools fundraising campaign: driving engagement with fundraising initiatives, providing advice and support, managing donation processes
- Assisting in the management of our flagship charity golf day: recruitment and management of teams and individuals, account management, event enquiries and on the day support
- Supporting charity auction: approaching our contacts and networks to secure auction items, management and recording of payments, distribution of auction items

### FUNDRAISING ADMINISTRATION:

- Support and advise individual supporters, clubs and organisations on fundraising activities and events
- Ensure all donations are efficiently and accurately recorded and acknowledged: writing appropriate and timely acknowledgement letters and emails
- Respond to donor enquiries and provide personalised information as when requested

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- Process all donations including website/third-party fundraising/gift-collection platforms
- Reconcile income recorded on fundraising database with the Finance Team
- Maintain accurate, electronic supporter records including donations, personal details, Gift Aid declarations, communication preferences and any other data relating to their support

#### ESSENTIAL SKILLS:

- Strong organisational skills and ability to work proactively, managing your own workload and ensuring deadlines and priorities are met
- Minimum one year experience of working in a fundraising capacity
- Excellent administration skills and attention to detail
- Excellent verbal communication skills and comfortable talking to supporters/customers over the phone and face to face
- Ability to build and maintain professional relationships
- Self-motivated and a willingness to learn with a can-do attitude
- Excellent IT skills including experience with Excel & Word and some understanding of using a CRM
- Full driving licence and own vehicle essential
- A positive, friendly attitude and commitment to working with all members of the GF staff

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#### THE PACKAGE

SALARY:	£25,000 - £27,000 PER ANNUM DOE
BENEFITS:	Private health care*, pension contributions*. <i>*Conditions apply</i>
HOLIDAYS:	20 days per year plus statutory days plus days allocated during the Christmas period which will be specified each year

*The Golf Foundation is an equal opportunities employer. The disabled, ethnic minorities and women are currently under-represented in the organisation. This information will be made available in alternative formats on request.*

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