



Fundraiser

Lindengate is an award-winning mental health charity that offers specialised gardening activities to help those with mental health needs in their continuing recovery. Our services, known as *Social and Therapeutic Horticulture (STH)*, use the healing power of nature and the outdoors to improve mental wellbeing, boost self-esteem, promote social inclusion and encourage long-term recovery. STH is recognised to be beneficial for a wide range of mental health needs including anxiety, depression, loneliness as well as for people with autism, dementia and head injury. Lindengate operates from a 5-acre site in Buckinghamshire.

Role description

Role title:	Fundraiser
Reporting to:	Lindengate Director
Based at:	Lindengate, World's End, Aylesbury Road, Wendover, Buckinghamshire, HP22 6BD
Hours:	24 hours per week.
Pay:	£12.00 per hour. Annual leave pro rata.

Main Purpose and Scope of the Role

- To lead on the development of regular giving programmes.
- Lead on the development and implementation of a new CRM system, giving due diligence to GDPR issues.
- Support organisational fundraising initiatives spanning Community, Events, Corporate Partnerships and Legacy Giving.
- Work as part of a team to secure a stable and sustainable charitable organisation.

Duties and Key Responsibilities

- Lead on the establishment of a new CRM database to support efficient record keeping and donor development.
- Build appropriate fundraising initiatives to engage regular givers to support Lindengate.
- Develop and maintain effective personal relationships with a wide range of funders, donors and sponsors.
- Provide excellent supporter care to ensure long term commitment to the organisation.
- Understand the needs of both the charity and the mental health sector and communicate them in a clear, consistent and appropriate way.
- Work to agreed targets.
- Work with the fundraising team to maximise income from all possible income streams, including corporate, events, individual giving and legacies.

- To take responsibility for, and support colleagues with, related data management including data input, amendment, running reports and creating data queries as necessary.
- Prepare and deliver all monitoring and evaluation reports as required.
- Maintenance of an effective database recording funder details and monitoring information.

General Responsibilities

- Support events and meetings when required.
- Support the continued development of quality standards as specified by Lindengate.
- To have regard for the vision of Lindengate and to display a commitment to equal opportunities and to the protection and safeguarding of vulnerable adults.
- To carry out any other Lindengate duties as required.
- Administer own workload which includes meeting targets and deadlines.
- Undertake responsibility, as part of the team, for all Health and Safety work related matters.
- Working within the guidelines of Lindengate's policies and procedures.
- Work with the Marketing Team in order to promote Donor Development campaigns.

Person Specification

- Minimum of 2 years' experience in fundraising, or business development.
- Robust experience and proven track record in Donor Development. Experience of lead generation and converting leads into new relationships.
- Project management skills.
- Confident use of technology and capability to effectively use Microsoft Office.
- Excellent attention to detail.
- Excellent interpersonal skills.
- Multi-tasking skills: ability to manage several projects at once.
- Experience of working in a busy office environment and able to work with minimal support.
- A good understanding of confidentiality and data protection.
- An ability to relate positively to many different kinds of people.
- Able to demonstrate excellent verbal and written communication skills.
- You will be resilient, dynamic and utilise a range of business development techniques.

The role holder will have proven experience in income generation, building new relationships and nurturing existing relationships in order to secure regular donations.

Support: Training, where specifically required for the role, will be provided.

Security Checks: Employment is subject to a satisfactory Enhanced DBS check.

Please send your CV and a covering letter to: director@lindengate.org.uk

Telephone: 01296 622443

Website: www.lindengate.org.uk

Deadline for application: 4th March 2019