

Fundraising Officer

Centre for ADHD & Autism Support

2nd Floor, Television House, 269 Field End Road, Eastcote, HA4 9XA

Registered Charity Number 1080795



Job Description

Job Title:	Fundraising Officer
Terms:	22 hrs (3 x 7 hr per day per week) per week term time (39 weeks), plus 1 day (7 hrs) per week during 7 weeks of the school holidays. Flexible hours: evenings and weekend work will be required on occasion.
Salary:	£30,000 FTE per annum (£17,122 pro rata, inclusive of 33 days pro rata holiday allowance).
Accountability:	Reports to Fundraising & Communications Manager
Location:	Offices based at Television House, 269 Field End Road, Eastcote, HA4 9XA, with some potential for home working.

Job Summary

CAAS provide an ADHD and Autism Support Service for the boroughs of NW London, from our base in Eastcote, with a team of Support Workers. Our work includes offering information, advice, and support to ADHD / autistic people, their families, and professionals in NW London, with the aim of improving quality of life and developing neurodiverse-aware communities. Some of the support is offered through one2one meetings, some of the support is provided through groups and courses which aim to increase understanding and awareness, and provide opportunities for peer support, and some of the support is offered through training and workshops to educate professionals and drive for accommodations to be made to services to allow greater access for our client group.

Reporting to the Fundraising & Communications Manager, the Senior Fundraising Officer will play a key role in growing voluntary income and increasing awareness of CAAS's mission and impact. You will develop and manage a broad range of fundraising activities, build strong relationships with supporters and partners, and identify new opportunities to maximise income. The role also acts as an ambassador for CAAS, ensuring that all supporters receive exceptional care and engagement.

There is no requirement for any experience of, or understanding of ADHD / autistic individuals, as we will provide training on the conditions. A genuine acceptance of diversity and a keenness to make an impact are essential.

Key Responsibilities

Fundraising Growth & Development

- Drive the ongoing development and delivery of CAAS's community and fundraising programmes, working closely with the Fundraising & Communications Manager and CEO.
- Inspire and recruit new supporters by managing a range of fundraising activities, including sponsored challenges, community events, and digital fundraising initiatives.
- Research, test, and implement new fundraising opportunities, including social media-based campaigns and activities targeting new supporter groups.

Supporter Stewardship & Relationship Management

- Deliver outstanding supporter care to ensure donors feel valued, informed, and engaged.
- Build and nurture relationships with individuals, community groups, schools, charitable trusts, and companies.
- Support and develop a strong pipeline of fundraising volunteers, including chairing the 'Friends of CAAS' group.

Trusts & Grants

- Contribute to applications to small trusts and grant making bodies.
- Contribute to the development and submission of larger trust and foundation bids in collaboration with the Fundraising & Communications Manager.

Corporate Fundraising

- Research and identify new corporate prospects, including employee fundraising, charity of the year opportunities, and matched giving schemes.
- Develop and maintain corporate relationships to generate sustainable income and engagement.

Digital & Communications

- Support the Fundraising & Communications Manager to maintain and enhance website fundraising content.
- Contribute to social media activity to promote campaigns, share fundraising stories, and increase visibility of CAAS's work.

Data, CRM & Reporting

- Maintain accurate, up to date records on the fundraising CRM and other databases.
- Analyse supporter data to inform decision making and identify growth opportunities.
- Produce monthly fundraising reports with the Fundraising & Communications Manager for the CEO and Board of Trustees.

Events & Representation

- Attend fundraising events, representing CAAS with professionalism and enthusiasm.
- Deliver talks and presentations to community groups, schools, and supporters to raise awareness and inspire engagement.
- Act as an ambassador for CAAS, promoting a positive and consistent image of the charity.

Other Responsibilities

To carry out other tasks appropriate to the post and as agreed with the Fundraising & Communications Manager.

To actively participate in and undertake training and development of self and others.

This job description outlines the main responsibilities of the role but does not cover every task. You may be required to undertake other duties within the scope and spirit of the position. The role may include occasional evening or weekend work to support events and engagement activities.

Person Specification - Essential

Experience

- Proven experience working in a fundraising role ideally within the charity or not for profit sector.
- Demonstrable track record of generating income through community fundraising, events, or individual giving.
- Experience of building and managing relationships with donors, supporters, community groups, and/or corporate partners.
- Experience delivering excellent supporter stewardship and donor care.
- Experience of using a fundraising CRM or database to manage supporter information and track income.
- Experience writing funding applications for trusts or small grant making bodies.

Skills & Competencies

- Strong communication skills, with the ability to present confidently to groups and engage a wide range of stakeholders.
- Excellent written skills, including the ability to produce compelling fundraising materials, applications, and reports.
- Ability to research, evaluate, and develop new fundraising opportunities.
- Strong organisational skills, with the ability to manage multiple priorities, meet deadlines, and work independently.
- Competent digital user, with the ability to support social media activity and online fundraising initiatives.
- Good numerical skills and attention to detail, with the ability to maintain accurate records and analyse data.
- Ability to represent the charity professionally and act as a positive ambassador.

Personal Attributes

- Enthusiastic, proactive, and motivated to grow income and supporter engagement.
- A team player with a collaborative approach and willingness to support colleagues.
- Flexible, adaptable, and comfortable working in a dynamic environment.
- Commitment to the values, mission, and aims of CAAS.
- Willingness to work occasional evenings or weekends for events or community activities.

Person Specification - Desirable

Experience

- Experience chairing volunteer groups or managing/supporting fundraising volunteers.
- Experience working with corporate partners, including employee fundraising or charity-of-the-year partnerships.
- Experience contributing to large trust or foundation bids.
- Experience planning or delivering digital fundraising campaigns.

Skills & Competencies

- Knowledge of current fundraising trends, best practice, and regulation (e.g., GDPR, Fundraising Regulator Code of Practice).
- Ability to create engaging fundraising content for digital channels.
- Ability to contribute to website content updates.

Qualifications

- A recognised fundraising qualification (e.g., IoF/Chartered Institute of Fundraising) or equivalent experience.
- Full UK driving licence.

Equal Opportunities

CAAS recognises the positive value of diversity, promotes equity and challenges discrimination. We welcome and encourage job applications from people of all backgrounds, including applications from Black, Asian and Ethnic Minority communities, people who identify as having a disability, and LGB+, Trans and non-binary candidates.

We also recognise the value of flexible working, so will consider different types of flexibility (such as term time, annualised or compressed hours, and a minimum requirement of 60% working in the office for all staff), as well as the possibility of offering the role on a job share basis.

CAAS is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an enhanced DBS disclosure.

Safeguarding Statement

Safeguarding Statement:

The Centre for ADHD and Autism Support is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, workers and volunteers to share this commitment. The successful candidate will be required to provide two satisfactory references, undertake pre-employment checks and have a cleared Enhanced Disclosure & Barring check.

Candidate Declaration: Job Description Acceptance

I confirm that I have read and understood the Job Description and Person Specification for the position of **Fundraising Officer** at CAAS.

I understand the responsibilities, expectations, and scope of the role, and I agree that I am able to fulfil the duties outlined. I also acknowledge that the Job Description represents the main responsibilities of the position but is not an exhaustive list, and that additional duties may be required within the scope of the role.

Candidate Declaration:

Candidate Name: _____

Signature: _____

Date: _____