

Fundraising and Communications Officer

Purpose: Support the Head of Fundraising and Communications in generating income from public/corporates and manage the delivery of Build It's communications strategy.

Time: 30 hours p/w

Key Responsibilities

Communications (external and internal)

- Oversee the supply and organisation of 'content' for external (and internal) communications including: project information, case studies, images/video, quotes
- Management of website (using wordpress) and social media channels; Facebook, Twitter, LinkedIn and Instagram, producing engaging content for our audiences.
- Preparation of e-news and marketing emails
- Design marketing materials and collateral (including banners, flyers, invitations)
- Ensure all communications are consistent with our Case for Support and brand guidelines
- Internal: Preparation of 'generic' donor reports for fundraising team to take forwards

General Fundraising Support

- Assist with creation and delivery of fundraising campaigns
- Stewardship of regular givers and low level donors
- Research and analysis to support fundraising activities
- Support event co-ordination and management
- Actively support our Young Professionals Board
- Manage and maximise the B1G1 income and similar initiatives
- Support Head of Fundraising and Communications as required with additional duties.

Key relationships:

- Line manager – Head of Fundraising and Communications
- Programme staff in Zambia – particularly the M&E officer (Kelvin)
- Other members of the fundraising and communications team

Skills/Qualities:

- Creative flair
- Excellent copy writing skills
- Highly organised
- Ability to cope under pressure
- Ability to prioritise own workload
- Confident communicator at all levels
- Good knowledge of digital marketing

Experience:

- Minimum of 2 years' experience within a Marketing/Communications role is essential.
- Experience within a fundraising environment is desirable.

Outline Terms and Conditions

- Salary £25k-£28k *pro rata* depending on skills and experience
- 25 days annual leave *pro rata*
- Contribution to personal pension
- Flexible location – with est 20% time in office in Shrewsbury town centre

To Apply

Please send your CV and a brief supporting statement (no more than two pages of A4) to:
recruitment@builditinternational.org with 'F & C Officer' in the subject heading by 1200 GMT on 23 January 2022.

First interview (online) on Monday 6th February; second interview (in person) on Tuesday 14th February.