Recruitment Pack
Fundraising and Engagement Officer
Role description.

About this role.

The Fundraising and Engagement Officer is crucial to mobilising and inspiring young people and Raleigh International’s alumni to take actions as part of the Action Not Excuses campaign, and to securing funds from individual givers and from supporter-led fundraising initiatives.

The Fundraising and Engagement Officer, supported and managed by the Marketing & Campaigns Manager, will help develop and implement fundraising campaigns and asks which contribute to the achievement of Raleigh International’s fundraising strategy.

The role will help grow our global youth movement, fostering a sense of community, supporting alumni to reconnect with Raleigh International and take action, and helping others to get involved. They will help mobilise and engage supporters and alumni in global campaigns, our programmes and fundraising for the important youth-driven initiatives that Raleigh International is engaged with.

Until June 2022 the role will also complete the coordination support to the UK Unravelled campaign group as part of the Y4GG2 grant delivery.

Contract
Permanent, 4 days a week

Location
Westminster, London, UK

Salary
£25,268

How to apply
Please apply through our anonymised application form on our website here.

Closing date
17 March 2022

Interview date
23 March 2022
**Role responsibilities.**

**Fundraising**
- Work with the Marketing & Campaigns Manager and other colleagues to plan and implement individual giving fundraising campaigns and appeals.
- Coordinate and implement engagement plans and fundraising communications with existing regular givers and assist in recruiting new ones.
- Responsible for all individual giving administration including but not limited to working with the Finance team to ensure funds received are coded correctly, being responsible for coordinating with third party giving platforms, reporting, and sending out thank you letters to donors and reporting on income.
- Manage and plan challenge events and other supporter-led fundraising activities which engage alumni and supporters in fundraising for youth-driven change. This responsibility includes coordinating the marketing and recruitment of fundraisers; providing advice, support, information, and encouragement via telephone and email to those fundraising for Raleigh International through both inhouse and third party run events.
- Coordinate fundraising communications with major donors and high net worth individuals.
- Support people who have signed up to the campaign’s Action Challenges to fundraise appropriately and to hit fundraising targets.
- Maintain accurate and up-to-date alumni and individual donor records on our CRM, ensuring that these are compliant with data protection regulations.
- Ensure we are operating in line with fundraising compliance and the Fundraising Regulator.
- Conduct prospect research where required.
Alumni engagement
• Act as primary contact for the UK Alumni Society, liaising between the UK Alumni Society executive committees, and other relevant stakeholders, to join up the society’s work with Raleigh International’s campaigns and other activities.
• Contribute to the development and implementation of the alumni engagement strategy, as led by the Marketing & Campaigns Manager.
• Work with the Senior Creative Content Officer to identify, prepare and support Youth Ambassadors for Raleigh International to participate in global events.
• Take the lead on organising in-person or virtual alumni events as and when necessary.
• Support the Senior Digital Marketing Officer to ensure effective post-programme communication with alumni and nurturing journey established to keep them within Raleigh International’s global youth movement and to prompt them to take further actions with Raleigh International.
• Work with colleagues to ensure that current volunteers choose to opt-in to receive communications (including fundraising information) from Raleigh International and also contribute to the development of opt-in campaigns.
• Respond to all other ad hoc alumni requests.

Campaigns
• Contribute to the development and implementation of Raleigh International’s global campaign strategy for Action Not Excuses which will mobilise young people, alumni and supporters to take action.
• Work with colleagues to devise a strategy and tactics for encouraging youth sign-ups to the actionnotexcuses.org community platform, including assisting with tracking and measurement of campaign success.
• Plan, coordinate and run campaign events and activities that will form key engagement and training opportunities for supporters.
Essential.

- Excellent interpersonal skills, ability to confidently liaise and influence people at all levels, on the telephone, face to face and in writing.
- Demonstrable experience of working in a fundraising role (e.g. community fundraising, individual giving, challenge events.)
- Experience of community engagement
- Demonstrable evidence as a self-starter & finisher with a ‘can-do’ attitude.
- Excellent organisational skills with the ability to coordinate and prioritise multiple deadlines.

Desired.

- Experience working in the not-for-profit sector.
- Experience of working with budgets.
- Knowledge of fundraising best practices.
- Experience of marketing fundraising activities.
- Working with data entry
Why work for us?

What makes Raleigh International different...
We are taking action to harness and maximise the energy, creativity and determination of the current youth generation to tackle the most pressing and complex challenges facing our planet.

Julian Olivier, CEO, Raleigh International
Our vision.
A fair, inclusive, and green world where young people confront the planet’s most urgent crises.

Our mission.
To ignite youth-led action that creates solutions to the world’s most urgent problems.

Our role.
We support young people by connecting them with the skills, networks, platforms and experiences to lead action on the change they demand.
Raleigh International is a youth-driven organisation supporting a global movement of young people to take action.

We exist to ignite youth-led action that creates solutions to the world’s most urgent problems. But while young people demand change now, they do not always know how to take action. We support young people by connecting them with the skills, networks, platforms and experiences to lead on the change they demand.

We work globally to promote the role of young people in decision making and civil society, creating meaningful youth employment and enterprise, protecting vulnerable environments, combating climate change, and ensuring the right to safe water and sanitation.

With over 35 years of experience working with over 55,000 young people from more than 100 countries, we’re an ever-evolving organisation, constantly adapting to new ideas and challenges.
Youth.

Our Global Alliance

For 35 years we have helped create youth leaders who are empowered to create lasting change in their communities. Our global alliance of over 15 countries forms a network of committed changemakers who collaborate on and initiate programmes and campaigns which are helping to build a greener and fairer world.

Action Not Excuses

Action Not Excuses is our first ever global environmental campaign. It will link up young people across the world to take climate action. Together we will support 100,000 young people to create new green jobs, lead the fightback against waste and pollution, and plant 10 million trees.

Your Impact.

Raleigh International's size means that you can have a big impact on the organisation with your role. We run efficient teams with core, essential skillsets and it is likely that you will be able to help shape the strategy and implementation of your team’s plans and bring your ideas to the fore. Each role in our organisation is essential and its impact can be felt on a day-to-day basis with the delivery of our programmes.

Our Culture.

Raleigh is a friendly, positive and collaborative place that feels more like a family than a workplace. Our people are at the heart of the organisation. Connecting and sharing with each other and having fun together are as important as the work we do.

We're also a learning organisation and believe very much in having the skills to succeed. Ongoing learning and development initiatives are something we are passionate about.


This generation of young people will change the world. But in order to make the vision of a fair, inclusive and green world a reality, young people must be given access to the platforms, networks, skills and experiences they need. They must engage in action where their rights are championed, and where their voice is heard as an equal.

We support young people to move up through three levels of participation; first engaging as contributors; then as collaborators; before arriving at the level of initiators.

Contributor.
I contribute towards the achievement of predefined goals, generating new opportunities for myself and the world.

Collaborator.
I collaborate with other young people, making decisions about the goals we want to work towards collectively.

Initiator.
I ideate, initiate and engage in equitable decision making with adults devising new ways to work towards shared goals.
Our Values.

All organisations have their values, but Raleigh International really is an organisation that strives to recruit based on cultural fit and hire people who really embody, not just embrace, our values. Above all we are an organisation of motivated doers, so our values are action-orientated. Here are our values and some stories from employees as to how they live those values.

“We find the courage to speak up for a cause and take action.”
Jyotir, Operations Manager, Nepal

“It is inspiring to work with such a dedicated international team where we are all striving to make the greatest positive impact”
Josh, Marketing, Recruitment and Events Officer

“Raleigh International life is being surrounded by young people who have special talents, passions, and good energy to drive changes.”
Gerald, RTS project Coordinator Tanzania

“I am glad to work somewhere where diversity is celebrated, and we can come to work as ourselves”
Heleena, People, Culture and Training Manager, UK

“We do not give up and we adapt to different cultures, contexts, people and countries to do our work in the best way.”
Hellen, National Volunteer Coordinator, Nicaragua

Create impact together.
We believe our voices and actions are stronger together. It is the ideas and power of an inclusive movement that changes the world.

Act with integrity.
We respect the qualities of real leaders, and we strive to embody them in everything we do.

Commit to learning.
We understand the importance of learning for growth and inclusion. We must listen to and learn from each other to create real change for everyone, everywhere.

Find the courage.
We stand up for what we believe is right, even if this means stepping out of our comfort zones.

Never give up.
Changing the world can be hard, but we will not stop until we have achieved all we set out to.
Office hours.

Normal office hours are Monday to Friday, 9am - 5pm, though staff can vary their start and finish times between 8am - 4pm and 10am - 6pm. Weekend, early morning and evening working may be required depending on the requirements of the role. See the role description for more information. We have a hybrid style of working between our London, Westminster based office and remote working. Currently you would need access to our office to work for us.

Employment eligibility.

To be considered for this role applicants must have British Nationality or have a right to live and work in the UK.

Anti-corruption policy.

It is Raleigh International’s policy to conduct organisation business honestly, and without the use of corrupt practices or acts of bribery to obtain or receive an unfair advantage.

Raleigh is committed to ensuring adherence to the highest legal and ethical standards of organisation conduct. This must be reflected in every aspect of the way in which we operate. We must conduct all our dealings with integrity. Bribery and corruption harm the societies in which these acts are committed and prevents economic growth and development.

Any breach of Raleigh’s policy will be regarded as a serious matter and will be dealt with under our disciplinary procedure. In serious cases, it may be treated as gross misconduct leading to summary dismissal.

Equity, Diversity and Inclusion.

We are committed to eliminating discrimination and creating a workforce that reflects the societies we live and work in. We are also committed to creating an inclusive workplace culture that supports diversity and inclusion, allowing all colleagues and volunteers to bring their whole selves to work or their volunteering placement, without fear or judgement. We believe achieving equality, diversity and fairness of opportunity is our shared responsibility and we are working hard to ensure that as an organisation and as individuals we are all accountable. It starts with us.
Benefits.

Not only does a career at Raleigh International offer fulfilling job satisfaction and impact, but we take seriously investment in our best resource – our people. As an employee of Raleigh, you will be able to access the following benefits:

**Volunteering leave.**
We believe in the power of volunteering. That’s why we offer every employee twenty-eight hours (four days) volunteering leave per year (pro-rated for part time staff).

**Employee Assistance Programme.**
Raleigh is part of an employee assistance programme which offers round the clock support for employees and their immediate family members on a wide range of work and personal issues.

**Wellbeing programme.**
We know that healthy bodies and minds are important. Whether it’s yoga sessions in the office, staff welfare days and collaborative weekly wellbeing events, Raleigh International Head Office strives to offer a mix of activities.

**Season ticket loan.**
Interest free loans are available to allow staff to save money and purchase season tickets. The loan is paid back monthly via deductions from your salary.

**Other benefits.**
Also available to staff are enhanced maternity/paternity/adoption pay, life assurance, pension scheme, study leave, staff discounts and free eye sight tests.

Contact us.

[Social media icons and website link]

**www.raleighinternational.org**

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