

JOB DESCRIPTION

Job Title:	Fundraising and Partnerships Officer
Reporting to:	Trusts, Foundations and Commissioning Manager
No. of direct reports:	0
Department:	Fundraising
Hours:	37.5 hours (part-time considered)
Grade:	5

JOB PURPOSE

We're looking for a proactive, organised and enthusiastic person to join our team at YMCA MK and Northamptonshire as a Fundraising Officer.

You'll play an important role in helping to raise vital funds to support our work, with a particular focus on trusts and foundations – researching opportunities, supporting funding applications, and helping to keep funders engaged and informed.

You'll also support other key areas of fundraising, including corporate partnerships, events, and community fundraising, giving you the chance to gain broad experience across multiple income streams.

DUTIES & RESPONSIBILITIES

Trusts and Foundations:

- Research potential trusts and foundations that could fund our work.
- Help prepare and submit funding applications and reports.
- Draft funder updates, thank-you letters, and impact reports.
- Keep accurate and up-to-date records of applications and funder communication.

Corporate Fundraising:

- Research potential corporate supporters and sponsorship opportunities.
- Assist with writing proposals and updates.
- Help deliver high-quality stewardship communications.

Fundraising Events:

- Provide admin support for YMCA MK events and third-party fundraising (e.g. marathons).
- Liaise with supporters and help them meet their fundraising goals.
- Support the delivery of fundraising materials and event logistics.

Community Fundraising:

- Help promote and support local and community fundraising initiatives.
- Respond to enquiries and support community fundraisers with resources.
- Record donations and maintain accurate supporter records.

General and Other Duties:

- Such other duties, which the organisation may from time to time require.
- Flexibility to work occasional evenings and weekends is required in this role for which time off in lieu (TOIL) will be provided in accordance with organisational policy.

SCOPE & LIMITS OF AUTHORITY

It is essential that the post holder maintains confidentiality at all times and follows our donor pledge to manage their data with honesty, transparency and integrity.

PERSON SPECIFICATION

KNOWLEDGE	ESSENTIAL ✓	DESIRABLE ✓
Experience in fundraising, research, customer service, or admin (including volunteering or internships).	✓	
Comfortable using Microsoft Office (Word, Excel, Outlook).	✓	
An understanding of trusts and foundations, corporate, challenge event or community fundraising.		✓
Experience with using a CRM/database.		✓
Understanding of the issues faced by young people living in Milton Keynes.		✓

SKILLS	ESSENTIAL ✓	DESIRABLE ✓
A strong written communicator – clear, accurate and concise.	✓	
Organised, reliable, and able to manage multiple tasks and deadlines.	✓	
Confident working with information and keen to keep accurate records.	✓	
Comfortable speaking face-to-face with people, for instance customers, supporters, donors, or event participants (including volunteering and internships).	✓	
Experience of raising funds for charity (including personal fundraising (e.g. raising sponsorship for taking on a challenge, volunteering, work experience, internships and employment).		✓

ATTITUDE	ESSENTIAL ✓	DESIRABLE ✓
A team player, happy to support others and contribute to shared goals.	✓	
Curious and willing to learn – especially about fundraising and the charity sector.	✓	
A commitment to and understanding of YMCA's values and Culture.	✓	