

Role Title	Fundraising Officer
Location	MyBnk offices: 5-15 Cromer Street, London WC1H 8LS
Duration	Permanent
Reporting to	Business Development Manager
Salary	£27,000 - £30,000 depending on experience

Background

MyBnk are an award-winning UK education charity, specialising in creating and delivering high impact financial and enterprise education programmes for 7-25 year olds. Our mission is to empower young people to take charge of their futures by bringing money to life. Our vision is a financially capable and enterprising generation.

Our core values are the basis for everything we do, including **#youthattheheart** of our work, which ensures that everything we do makes the greatest possible **#impact**.

We are seeking a capable and proactive Fundraising Officer, with relevant experience, wanting to take on more responsibility in the next step in their career. You will support the Business Development Manager and the CEO to an overall income target of £1.7m pa. You will leverage your first-hand experience of charity fundraising, taking direct responsibility for a number of accounts with your own fundraising goals. You will work within an organisation which consistently exceeds its' targets and delivers significantly positive outcomes for young people.

The role

1. Build and manage your own funder portfolio, by introducing new opportunities, and managing MyBnk's existing relationships with a number of current supporters.
2. Further revenue generation by maintaining and building these relationships, and positioning MyBnk for continuation funding.
3. You will leverage your knowledge and research, prospect and build new relationships across a range of income streams; predominately with corporate donors, and trusts and foundations, but possibly including statutory bodies and major donors. We will agree a fund raising target with you for the role.
4. You will manage multiple deadlines for funding proposals and reporting.
5. You will report to the Business Development Manager but also work closely with other MyBnk teams, including the CEO, Director of Education and Director of Quality and Training. You will join a small and hardworking team of fundraising staff working to agreed standards and deadlines.
6. You will accurately log opportunities and activities using our Salesforce CRM database. You will maintain and report the data necessary to efficiently support our relationships with those that fund us.
7. You will familiarise yourself with MyBnk's mission and current specific programmes and activities in order to creatively pitch projects which support growth, sustainability, and help achieve our wider organisational objectives.
8. You may take leadership of an area of income generation, depending on experience, aptitude, and ambition, for example community fundraising, major donors or legacies.

Person Specification

You must have:

- Relevant experience working in a fundraising role, managing relationships and raising money.
- Excellent verbal communication skills to be able to engage in professional discussions internally, and to represent MyBnk externally, to a range of stakeholders.
- Excellent written communication skills, with exceptional attention to detail, to understand requirements and to convey messages in a clear and understandable way to internal colleagues, (incl. managers), external organisations, and the public.
- Excellent organisational skills as you manage competing deadlines, and oversee projects for funders, including managing budgets and tracking progress against outputs.
- The ability to research, interpret and prioritise data from various sources, analyse findings and present them clearly and accurately in a way that meets desired outcomes.
- An ability to project passion regarding MyBnk's aims and objectives.
- A commitment to working within a small and growing team that goes the extra mile. Be comfortable with multi-tasking, working pro-actively and independently towards both personal deadlines and the goals of the wider team.
- An understanding of database and spreadsheet based programmes such as Excel.

Desirable:

- A knowledge of Salesforce, or other CRM database.
- An interest in working to support young people to make positive transitions to adulthood.

About MyBnk

MyBnk is the UK's leading designer and direct deliverer of financial and enterprise education programmes for young people.

Our experts bring a range of workshops covering topics such as budgeting, tax, debt intervention, university finance and social enterprise to 7-25 year olds in schools and youth organisations.

Since 2007, MyBnk has helped arm more than 200,000 young people with the skills to manage their money and make informed financial choices. Our work provides young people with the ability, knowledge and confidence to overcome their financial barriers, live independently and fulfil their aspirations in life. Our young people also gain valuable employability skills through our workshops, helping them with their employment.

We may design projects and training programmes for other organisations. We are recent recipients of the Guardian Charity Award, Children & Young People Now Leaving Care Award and the Centre for Social Justice's Poverty Prevention Award. Our projects are independently proven and evaluated.

If you have any questions about this role please contact Jessie Bradley on 020 3581 9920 or email jessie@mybnk.org