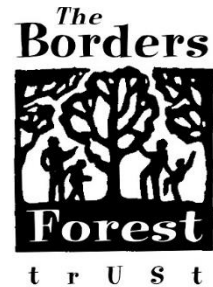


Borders Forest Trust Development Officer



JOB DESCRIPTION

Background

Borders Forest Trust (BFT) was established in 1996 as a woodland conservation charity, with the aim of restoring the ecological balance of the South of Scotland, by bringing native woodlands and their associated natural habitats back to the area.

BFT now owns over 3,500 hectares of land across Southern Scotland. Working with hundreds of dedicated volunteers, we have set about restoring natural habitats on our land and to date have planted over 2 million native trees.

Objectives of the Post

The post of BFT's Development Officer provides a rewarding and varied range of challenges.

You will be part of a small and enthusiastic team and will be contributing directly to enabling the restoration of native woodlands and reviving woodland culture. The role will predominantly involve indoor work, requiring someone with a mix of skills - especially exceptional organisational, and interpersonal skills.

The post will co-ordinate all fundraising activities including: identification of potential funders, the development and submission of funding applications to trusts and grant funders, community fundraising activities, individual donor campaigns, sale of goods, major donor appeals, legacy promotion and links to supportive organisations. (~0.6 FTE)

The successful candidate will also assist the Head of Finance & Operations with bookkeeping and income processing (~0.2 FTE)

The key elements of this post will involve:

Fundraising

- Increasing regular income from individual donors, via appeals, campaigns and events
- Identifying new funding opportunities, and working with staff to prepare applications to funders
- Ongoing management and communication with existing donors.
- Legacy management
- Developing a donor journey for corporate organisations who interact with BFT – developing a strategy for corporate membership.
- Liaising with organisations to ensure that BFT is fairly compensated for staff time (e.g. staff giving talks / consulting) – sending invoices and negotiating suggested donations ahead of planned engagement.
- Development of donors events and field trips.
- Marketing and communications around appeals and fundraising (including social media) – creating compelling stories to prompt positive responses

Membership Development

- Ensuring members and donors feel valued as an integral part of BFT community and communicate the impact of their support.
- Management and communication with existing donors, assistance with refunds, queries and payment details.
- Ensuring that members are paying the correct amount and transition those paying via BACS to GoCardless.
- Keeping stocks of membership pack material.
- Taking ownership of the Donorfy membership database and making sure BFT are making the best use of the technology.
- Analysing data from Donorfy to identify trends, keeping records and creating new 'Tags' so that members can easily be identified.
- Managing Donorfy integrations with other software, including e-newsletter sign ups, website forms and automated 'thank yous' and confirmations.

Administration and Bookkeeping

- Preparing and dispatching membership packs and 'sales' (e.g. tree sponsorship and greetings cards) – developing an automated reply system, and managing response times.
- Writing thank you cards to donors below a certain threshold, notifying CEO/Chair if above.
- Contributing to the delivery of systems and processes related to data, data protection and related policies and procedures, GDPR requirements, good practice and reputation.
- Processing income received via: BACS, GoCardless, Stripe and PayPal – this then needs to be replicated into Donorfy
- Checking for Gift Aid requirements and clarifying if missing data.
- Assisting other staff with preparing grant reports.

Requirements

Essential

- A keen interest in thoroughly understanding Borders Forest Trust
- Exceptional interpersonal skills and an outgoing, friendly, enthusiastic, and positive attitude.
- Strong organisational, logistical, time management and multi-tasking skills.
- Understanding of digital databases (ideally Donorfy)
- Advanced knowledge of Microsoft Excel
- Bookkeeping experience
- Experience of accounting software (ideally QuickBooks)
- Ability to work flexibly as required including occasional evening and weekend work in different locations.
- Ability to work on own initiative, and as part of a team.

Desirable

- Experience of working in a small organization
- Experience of the Scottish charity sector
- A full driving licence
- A track record in event planning and management.
- An aptitude for face-to-face, phone and written communication (incl. social media and presentations)
- Practical knowledge of trees, wildlife, conservation, woodland management or other woodland skills.
- Experience of target driven project delivery and grant reporting.

Terms and Conditions

Accountability: The Development Manager will be line managed by the Head of Finance & Operations

Salary: £27k-£29k pro rata at 0.8 FTE depending on experience.

Hours of work: 30 hours a week. Hours might include evenings and weekends. Core hours are flexible and a time off in lieu (TOIL) system is in place. Overtime is not paid.

Place of work: This post is based at the BFT Office at Monteviot Nurseries, Ancrum, although some home working will also be possible depending on circumstances.

Travel: Some driving may occasionally be helpful for this role, so a driving licence and access to your own car would be desirable. BFT reimburses agreed mileage expenses (in accordance with BFT's mileage policy) at a rate of 45p/mile if staff have valid business-use insurance on their car. Each staff member is responsible for recording their own mileage.

Applicability: All applicants must have the full right to live and work in the UK.