**Job Title:** Supporter Development Officer

**Location:** Remote, although travel to external events may be required

**Hours:** Part-Time, 15 hours per week

**Salary:**  £34,632 per annum (pro-rata - £14,040)

**Contract**: 12 months fixed term, with potential to extend dependent on funding

**The Organisation:**

We are a charity, based in Swindon, serving freshly cooked breakfasts, to those in need, in a warm and welcoming environment. Serving more than 85 breakfasts a day, we welcome anyone who is hungry including those who are homeless or in temporary accommodation; those at risk of homelessness; those with inadequate heating or without cooking facilities and those who are struggling to pay for food.

The service delivery is led by a team of highly trained volunteers and a staff cook. We have a Service Coordinator who manages and oversees the service.

The Charity prides itself on its chosen values, which run through all its activities: non-judgemental; acceptance; human dignity; hospitality; agency; and simplicity.

**Role Summary:**

As Big Breakfast Plus’s Supporter Development Officer, you will play a crucial role in building and maintaining strong relationships, with both potential and existing supporters of the charity. You will be responsible for: a portfolio of donor and sponsor relationships and developing new approaches to increase funding.

*We are taking a flexible approach to this recruitment. To ensure that we get the best candidate for the role, we are open to a flexible approach and to discuss the contracted hours at interview.*

**Key Responsibilities:**

* Identify new opportunities to grow the Charity’s supporter base, particularly with local businesses and individual donors
* Maintain relationships with donors and sponsors.
* Research new funding sources including local and national grant and bid opportunities
* Keep the Charity’s supporters informed with relevant and timely updates about the charity’s work
* Collaborate with the fundraising committee to promote fundraising activities.
* Ensure compliance with all relevant laws and charity regulations.
* Monitor and report on fundraising progress towards targets.

**Qualifications:**

* Educated to GCSE or equivalent standard

**Skills and Experience:**

* Experience in fundraising or sales.
* Ability to deliver presentations and talks to potential sponsors
* Knowledge of fundraising codes of practice and data protection regulations
* Good communication and interpersonal skills
* Experience using Microsoft Office suite
* Strong organisational abilities

**Personal Qualities:**

You will be enthusiastic, friendly, and creative, with a clear focus on achieving results. You will also be committed to improving people’s lives.

**Benefits:**

* Flexible working hours
* 20 days annual leave (pro-rata) + public holidays
* A contributory pension scheme
* Access to training and development
* The chance to make a significant impact in the community.

**Application Process:** Please submit a CV and a cover letter outlining your experience and why you are the right person for our charity.