



Margaret Green Animal Rescue  
Church Knowle Rehoming and Visitor Centre,  
Wareham, Dorset  
BH20 5NQ

Email: [comms@mgar.org.uk](mailto:comms@mgar.org.uk)  
Website: [www.margaretgreenanimalrescue.org.uk](http://www.margaretgreenanimalrescue.org.uk)  
Charity Number: 1167990

Department: **Fundraising and Marketing**

Based: **Hybrid - Head Office Church Knowle (Wareham) / Winton (Bournemouth) & Home**

Job title: **Fundraising Officer**

Responsible to: **Fundraising and Communications Manager**

Salary range: **£22,000 - £24,000 P/A**

(It should be expected that the starting salary offered will be at the lower end of the salary range)

### **Role summary**

This new and exciting role will form part of our expanding Fundraising & Marketing team and will be a great opportunity to grow your experience in this area. We have big plans to diversify our income streams and create new, easier ways for our wonderful supporters to help us. The Fundraising Officer will bring their skills, knowledge and enthusiasm to this small, but effective, Fundraising team to enhance income generation, and play a key role in helping us to deliver the goals set out in our ambitious 3-year Fundraising & Marketing strategy. The Fundraising Officer will be responsible for Community Fundraising, including overseeing collection pots, DIY Fundraising and Challenge Events. They will also develop and maintain great relationships with corporate groups and volunteers, and provide a first-class journey to all our supporters.

### **About you**

Are you an animal-lover, who thrives when engaging with people? Do you enjoy being creative and have great attention to detail? Are you passionate about using your people skills to make a difference to animal welfare in Dorset and Devon? Then this may be the role you've been waiting for!

This role is a fantastic opportunity for someone with experience in the charity sector, or someone wanting to move into a career in the charity and fundraising sector. We welcome applications from people with limited fundraising experience, but who have transferable skills and experience to the role.

### **About us**

We are a small, friendly team and we take huge pride in delivering the best service we can to our loyal and dedicated network of supporters. We work both from the office in Church Knowle, which serves as the charity's HQ, and also from home. There would be an expectation to work from the office (Church Knowle or Winton) for a minimum of 2 to 3 days per week, to be agreed with Fundraising & Communications Manager. We have plenty of (free) parking and the rescue & visitor centre is set in the beautiful, rolling Dorset countryside. We also now have an office in Winton, Bournemouth, and it is possible for this to be a base for this role.

### **Essential Skills:**

- Positive and friendly attitude, even during challenging times with increased workload
- Excellent proven verbal and written communication skills, and excellent attention to detail
- Confident IT user – particularly with all Microsoft applications and databases
- Able to work independently and as part of a team, collaborating well with others
- Exceptional time management, and fantastic at organising own workload
- Enthusiastic and flexible towards new challenges, especially as the team develops and grows
- Successful relationship management (with both internal & external stakeholders)
- Active listening skills and the ability to clearly communicate to a variety of audiences
- Confident in networking and public speaking - happy to email / call / meet new contacts
- Full driving licence and confident driver

**Desirable:**

- Previously worked in the charity sector and / or fundraising experience and / or degree in related subject
- Knowledge and use of charity databases
- Experience in delivering talks / presentations to groups

**Job Details:**

You will be required to work 37.5 hours per week, being able and willing to work flexible hours (with occasional weekend working, particularly during events season / summer months). This role is currently split between home working and being based at our Head Office: Church Knowle, Wareham, Dorset (and / or our Winton office). Due to the nature of the work it may, at times, be necessary to exceed these hours when required, which will be taken as lieu time in the preceding or following week.

**To apply**, please email a **cover letter** and your **CV** for the attention of:

Lucy Hooper  
Fundraising & Communications Manager

E: [lucy.hooper@mgar.org.uk](mailto:lucy.hooper@mgar.org.uk)

Please ensure you include a cover letter as part of your application.

**\*Applications submitted without a cover letter are unlikely to be considered\***