



The Mudchute Association – Development and Partnerships Officer Job Description

Job title	Development and Partnerships Officer
Reporting to:	The Mudchute Association Director
Location and working hours	The post is full time based at Mudchute but we are willing to consider some flexible working arrangements.
Remuneration	£25,000-£30,000 subject to skills and experience

Main objectives:

The Development and Partnerships Officer will be an integral part of the delivery of the overall fundraising and partnership strategy of the Mudchute. Your role will be key to ensure effective administration and development of our relationships with existing and potential new partners, as well as being the central point internally for fundraising and partnership work.

Key responsibilities:

- Working with the Mudchute's Director, staff and trustees to maintain and develop our fundraising plans
- Developing excellent working relationships with existing partners as well as identifying new partners for the Mudchute
- Effectively building the membership of the Mudchute
- The maintenance of relevant databases
- The preparation of fundraising and partnership proposals

Essential skills and experience:

- Strong empathy with the charitable mission of the Mudchute, and an ability to work effectively as part of a team
- At least two years' experience of fundraising/partnerships in a charity/not-for profit environment
- Demonstrable experience of success in that role, and familiarity with CRM databases and managing data
- A motivated and energetic character, and excited at the prospect of being a key link between the Mudchute and our partners
- Highly organised, and great attention to detail
- Numerate with excellent writing skills, strong attention to detail and good research skills
- Proficient at the main office IT applications, such as Word, Excel and Powerpoint