



Fundraising Officer

Job Profile - July 2026

boaztrust

Job details

Job title	Fundraising Officer
Location	Hybrid: home and Hulme office, with travel for meetings and events as needed.
Responsible to	Head of Fundraising
Salary	£28,864 full-time equivalent; £20,204.80 actual salary for 26.25 hours per week – Boaz Band D.1, Point 12.
Contract length	Permanent
Hours of work	26.5 hours a week , usually worked from Monday-Friday. Some evening or weekend work may be required.
Holidays	17.5 days pro rata (Full time equivalent 25 days) per annum plus pro rata entitlement to statutory bank holidays.
Benefits	Supportive work environment, employer pension contribution of 6% of gross pay, office closure between Christmas and New Year, flexible working (by agreement), extra day of leave on completion of full year of employment for the first 2 years, and up to 3 days mission / charitable leave (by agreement).
Probation period	3 months
How to apply	Email your CV and cover letter to jobs@boaztrust.org.uk . Your cover letter should be no more than two pages. Use the letter to show us how your skills, experience and personal qualities match the essential criteria in the Person Specification below. For more information on applying to work at Boaz, please visit boaztrust.org.uk/jobs
Closing date	9am on Friday 25 th September

Job description

Main purpose of the role

In accordance with the Christian ethos and values of Boaz Trust, the main purpose of this role is to develop positive relationships with Boaz supporters and community partners, provide excellent fundraising administration and help generate income through churches, community groups and individual fundraising activity.

The post holder will ensure that donations are processed and acknowledged promptly, supporter and donation information is recorded accurately, and agreed fundraising processes and procedures are followed. They will also develop opportunities for churches, community groups and individuals to engage with, promote and raise funds for the work of Boaz Trust.

The post holder will:

- Provide excellent care and communication with Boaz supporters.
- Process donations accurately and thank givers promptly.
- Support consistent use of our CRM system and maintain accurate fundraising recordkeeping.
- Develop and steward relationships with churches and community groups.
- Promote and support community fundraising activities and sponsored events.
- Support the wider fundraising work of Boaz Trust as appropriate.

Specific duties and responsibilities

Supporter relations, gift processing and fundraising administration

- Act as a warm and professional first point of contact for individual supporters, churches, community groups and community fundraisers.
- Process and acknowledge donations promptly and accurately, including regular gifts and Gift Aid, and liaise with colleagues to ensure a great experience for givers.
- Maintain complete and accurate supporter, gift and communication records on Boaz's fundraising CRM, currently Beacon.
- Ensure supporter preferences are recorded and respected, and that personal information is handled in line with data-protection requirements.
- Help maintain and improve clear fundraising administration processes, supporting colleagues to use the CRM well and to follow agreed procedures consistently.

Churches and community fundraising

- Develop and maintain positive relationships with churches, community groups and other local networks.
- Arrange and, where appropriate, deliver talks, visits and presentations about Boaz's work.
- Encourage and support individuals and groups to organise sponsored events, collections and other community fundraising activities.
- Provide fundraisers and community partners with suitable information, resources and practical support.
- Keep accurate records of community contacts, activities and income, and identify opportunities to strengthen future engagement.

Wider fundraising and teamwork

- Support the Head of Fundraising across other areas of fundraising according to organisational priorities and capacity.
- Contribute to fundraising appeals, supporter communications, events and campaigns.
- Work collaboratively with colleagues to understand Boaz's work, current priorities and funding needs.
- Contribute fundraising information and updates to internal meetings, planning and reporting.
- Represent Boaz positively and professionally in communications with supporters, churches, community groups, partners and other external contacts.
- Undertake relevant learning and professional development to strengthen fundraising knowledge and practice.

Roles and responsibilities within the daily life of the wider team

- To be committed to and supportive of Boaz Trust's values and ethos, demonstrating these in your work every day.
- To work collaboratively and communicate effectively with other Boaz staff and volunteers whenever necessary.
- To follow and implement Boaz Trust policies and procedures.
- To participate in the life of the team, which may include monthly in-person team meetings, daily prayer meetings, team away days and other times of team reflection.

Specific requirements

The post-holder will have the ability and willingness to work from the Boaz Trust office and from home as part of a hybrid working arrangement. The post-holder will also be willing and able to attend meetings, activities and events, which may take place outside of normal working hours (for which TOIL can be claimed).

Note: This role description is not intended to be an exhaustive list, and it is expected that you will be flexible and willing to participate in duties which are broadly in line with the above responsibilities. This job description does not form part of the employment contract, and we reserve the right to review it with the post-holder as necessary.

Person Specification

In addition to formal, paid work experience, we recognise the value of lived experience and voluntary activities.

Specification	Essential	Desirable
Knowledge and understanding	Understanding of the importance of excellent supporter care and timely, respectful communication. Understanding of the need for accurate financial and supporter record keeping. Understanding of confidentiality, data protection and the responsible handling of personal information. Awareness of the needs of and barriers facing people seeking sanctuary in the UK, and a willingness to further develop knowledge of the asylum system and refugee sector.	Understanding of charity fundraising, including individual giving or community fundraising. Knowledge of Gift Aid and regular-giving administration. Familiarity with churches, community groups or voluntary-sector networks in Greater Manchester. Awareness of relevant fundraising standards or regulation.
Skills and experience	Experience of providing a high standard of customer, supporter, member or donor care in a paid or voluntary context. Experience of carrying out accurate administrative work involving financial, personal or transactional information. Experience of using a CRM, database or record-management system and maintaining complete and accurate records.	Experience of working in a charity fundraising environment. Experience of processing donations, administering Gift Aid or supporting regular giving. Experience of checking, cleaning or improving database records.

Specification	Essential	Desirable
Skills and experience	Ability to communicate warmly, clearly and professionally by email, telephone and in person. Ability to build and maintain positive relationships with people from a range of backgrounds and organisations. Ability to organise a varied workload, follow agreed processes and meet deadlines. Confidence using Microsoft Word, Excel, email and online systems. Ability to work collaboratively while taking responsibility for completing work independently.	Familiarity with and knowledge of churches or community groups in Greater Manchester. Experience of organising talks, presentations, events or community activities, and of speaking or presenting to groups. Experience of supporting sponsored events or community fundraising activities. Experience of ethical storytelling and working in a trauma-informed way.
Personal qualities and attributes	Warm, relational, curious and professional, with an ability to build trust and positive relationships with colleagues, supporters and external contacts. A commitment to accuracy and working with integrity. Self-motivated and able to work pro-actively independently while also as part of a team. Trustworthy and discreet when handling personal and financial information.	Personal or professional connection to asylum, migration, homelessness or social-justice issues. Established relationships with churches, community groups or local networks in Greater Manchester. An interest in developing a long-term career in charity fundraising.

Specification	Essential	Desirable
Personal qualities and attributes	Proactive and able to notice when information, processes or follow-up actions require attention. Organised and dependable, with the ability to complete routine tasks consistently while responding flexibly to new requests. Confident developing new relationships while respecting different cultures, traditions, beliefs and perspectives. Committed to the vision, mission and values of Boaz Trust, and alignment with Boaz's Christian ethos and commitment to anti-racism.	
Additional requirements	Right to work in the UK. Willingness to work flexibly in agreement with line manager, including attending the Boaz Trust office as per hybrid working agreement and working evenings or weekends when required. Ability to travel independently to activities meetings and events. Completing a DBS Check as part of probationary period.	

Stay in touch

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