



Part-time Fundraising Officer

£36,000 FTE - £22,500 actual salary pro rata for 25 hours per week

Primarily home-based, with essential travel to attend events, meetings, and service visits across the Southeast and occasionally beyond.

About the Role

This is a key role within Diagrama's Marketing and Fundraising team, focused on building the charity's fundraising capacity in a way that is sustainable, ethical, and aligned with our long-term goals. The role is primarily home-based, requiring a high degree of self-motivation, organisation and initiative. You will also travel to events and services to develop meaningful connections with our work and community.

Working closely with the Head of Marketing Strategy, you will lead the delivery of our five-year Fundraising Strategy, with clear income targets to meet and grow each year. From planning campaigns and events to writing bids and building relationships with funders, this role offers both variety and responsibility.

This is an opportunity to contribute meaningfully to a values-led organisation that is committed to changing lives. It suits someone who is proactive, purposeful, and ready to take ownership of their work in a fast-paced, mission-driven team.

Key Responsibilities

- Deliver the charity's Fundraising Strategy in partnership with the Head of Marketing.
- Develop and lead campaigns across digital, print, in-person and social media platforms.
- Plan and manage fundraising events, ensuring they are well-executed and aligned with brand values.
- Manage relationships with Patrons and Ambassadors.
- Research funding streams; write persuasive funding applications.
- Create corporate sponsorship proposals and pitch decks.
- Write clear, engaging reports for funders and donors.
- Liaise with our PR agency to support fundraising messaging.
- Oversee fundraising content on social media.
- Maintain and update fundraising pages on the website.
- Work with staff and service users to create fundraising opportunities.
- Manage supporter records on the CRM system.

- Support donation processing and stewardship.
- Identify and deliver fundraising opportunities across Fostering and Adoption services.
- Ensure all content aligns with brand values.
- Evaluate activities and report on engagement, ROI and outcomes.
- Attend fundraising events, sometimes outside standard working hours.
- Uphold health, safety and safeguarding policies.

Core Competencies

- Self-motivated, results-focused and responsible.
- Able to work independently and stay organised remotely.
- Confident campaign strategist and communicator.
- Passionate about Diagrama's mission.
- Collaborative and respectful team player.
- Resilient, positive, and committed to high standards.

Skills and Knowledge

Essential:

- Experience in campaign delivery, bid writing, and events
- Strong copywriting and digital communication skills
- Familiarity with CRMs and Mailchimp
- Understanding of branding, safeguarding and GDPR Diagrama Foundation
- Valid UK driving licence

Desirable:

- Relationships with funders/philanthropists
- PR/media experience
- Familiarity with social media and Google Ads
- Interest in policy, care or ethics

Working at Diagrama

Diagrama Foundation is a values-led charity committed to transforming the lives of vulnerable children, young people and adults. We provide adoption and fostering services, residential care for young people, and support for adults with learning disabilities and older people.

You'll be joining a passionate, multidisciplinary team, working in a culture that blends high standards with deep compassion. This role is ideal for someone who thrives on autonomy, enjoys variety, and is committed to using their professional skills to make a meaningful impact.

Useful Links:

- Diagrama Foundation: www.diagramafoundation.org.uk
- Diagrama Adoption: www.diagramaadoption.org.uk
- Diagrama Fostering: www.diagramafostering.org.uk

Closing date for receipt of applications is 22nd April 2025.

If you are interested in this position please visit our website www.diagramafoundation.org.uk for more information about our organisation. Application packs can be obtained by contacting hr@diagrama.org.uk.

Job Types: Part-time, Permanent

Pay: From £22,500.00 per year

Expected hours: 25 per week

Benefits:

- Sick pay
- Work from home

Schedule:

- Monday to Friday

Work Location: Hybrid remote in Chatham ME5 8UD