

# **Job Opportunity: Lead Development Officer**

**Forever Notts – Community Foundation for Nottinghamshire**

**Part-Time (20 hrs/week over 3–4 days)**

**£28,000 FTE (pro rata) | 2-Year Fixed Contract (with potential to extend)**

**Hybrid Home Working with Office base in Mansfield 1 day a week, with travel across Nottinghamshire**

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## **Purpose of the Role**

This is an exciting opportunity to secure a role with maximum feel good factor and enviable ethics. You will be joining a small charity team as Lead Development Officer. We are not just any charity but one that's supports 100's of other charities and wonderful community projects across all themes including mental health, homelessness, disability and food poverty in Nottinghamshire.

You will be responsible for researching and creating opportunities for new Fund Development for Forever Notts, Community Foundation for Nottinghamshire.

As local charity experts we are looking for a confident and self-motivated marketing and salesperson who knows how to find and build relationships with potential donors.

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## **Key Responsibilities**

### **Lead Development & Fundraising**

- Research and qualify **100+ high-potential funding prospects** within the first year.
- Build a **pipeline of £150,000+** in potential income across individuals, legacy giving, and corporate partners.
- Generate **£50,000+ in new income** by end of year one.
- personally cultivate relationships with **at least 30 qualified donor leads per quarter**, securing 10+ warm introductions for the CEO or board.



## Marketing & Campaigns

- Create and deliver **3+ engaging giving campaigns** annually (e.g. Local Giving Week, Legacy Month).
- Write **media articles, press releases, and online content** to grow awareness of Forever Notts.
- Increase digital engagement (email/newsletter and social media) by **25% within 12 months**.



## Reporting & Analysis

- Provide clear, insightful **monthly reports** on lead generation, campaign performance, and donor pipeline health.
- Introduce and maintain a simple **CRM-based system** for tracking leads, relationships, and income.
- Present updates and insights to the board and CEO quarterly.



## What Success Looks Like

- A strong, diverse donor pipeline that is consistently growing.
- Local giving, legacies, and corporate support increase significantly.
- Forever Notts becomes a widely recognised and respected name in local philanthropy.
- The CEO and board have confidence in donor relationships and future funding forecasts.
- Hundreds of Nottinghamshire charities are thriving — because of your work.



## Core Skills & Attributes of an A-Player

Skill/Competency	What You'll Need to Demonstrate
Initiative & Drive	You own your goals, take action without prompting, and deliver results.
Communication	Clear, engaging, confident – in person, in writing, and online.
Sales & Influence	You build trust, inspire giving, and move people to action.
Marketing Mindset	You create compelling campaigns that connect with hearts and minds.
Tech Confidence	Fluent with Microsoft Office, CRMs, and social media tools.
Relationship Builder	You thrive on human connection and deliver a first-class donor experience.
Mission-Driven	You care deeply about community impact and want your work to matter.



## Essential Experience

- Previous experience in **sales, fundraising or lead development**
- Strong verbal and written communication skills (assessed at interview)
- Experience with CRM systems, Microsoft Office and campaign tracking
- Experience and confidence with all social media platforms
- Ability to work independently with a self-starter mindset
- Confidence attending events and representing the brand across all sectors
- Full clean driving licence and access to a car



## Desirable

- Experience in the **charity, voluntary or nonprofit** sectors
- Familiarity with Nottinghamshire's donor landscape
- Knowledge of social media and content marketing strategy



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## How to Apply

Visit [www.forevernotts.com](http://www.forevernotts.com) for more details.

To apply: Download the full job description and [application form](#) via our [website](#) or email us directly at [enquiries@forevernotts.com](mailto:enquiries@forevernotts.com).

CV's will not be accepted.

Send completed application forms to [nina@forevernotts.com](mailto:nina@forevernotts.com) by midday on 7<sup>th</sup> July 2025.