

Fundraiser

Recruitment Pack



Closing Date: 15th August 2025
Charity Number: 1153739



Introduction

Thank you for your interest in working at St Nicks! We are seeking a motivated and experienced fundraiser to join our team. This is a new role for the organisation, and we are particularly interested in hearing from candidates who have a good level of experience in fundraising who can support us to develop our unrestricted income, both by hitting the ground running with fundraising activity as well as helping to shape the future of fundraising for St Nicks by supporting with the development of a fundraising strategy.

This is a really exciting opportunity to shape the future of fundraising for a highly regarded and well-established charity, allowing us to sustain and develop our much-needed work in the city. If you have fundraising experience and are interested in applying your experience to a local environmental charity then we would love to hear from you. With plans to develop our environment centre we would be particularly interested in candidates with capital fundraising experience.

If you share our commitment to nature and the environment and have a good track record in generating fundraised income for a charity then we encourage you to get in touch! If you want to find out more about us or the role then you can book in an informal call with Vicky, our CEO. Details of how to do this are in the how to apply section.

Headline Terms

Hours: 21 - 28 hours per week - negotiable

Salary: £30,000 per annum, pro-rata

Annual Leave Entitlement: 25 days per year plus bank holidays, pro-rata

Location: Hybrid working arrangements in line with the St Nicks policy. Office location; St Nicks Environment Centre, Rawdon Ave, YO10 3FW

Key Dates:

Closing date: 9am Monday 1st September 2025

Interview date: Friday 5th September 2025



About St Nicks

We are St Nicks, a local environmental charity with a mission “build and connect flourishing communities through urban greenspace generation, nature-based wellbeing and sustainable living”. Based at St Nicks Environment Centre hidden behind residential properties in the Tang Hall area of York, we have a thriving 24 acre nature reserve that is free to explore 24 hours a day 365 days a year. Our volunteer team help us maintain and manage our reserve for the benefit of people and wildlife.

In addition to managing the local nature reserve (LNR), we have three key pillars to our work:

Green Corridors York strives for “more, bigger, better and more joined up” green spaces. Conserving nature whilst supporting our communities. As a city, we can work together to reduce pollution, challenge harmful developments and improve land management.

Nature Based Wellbeing deliver both education and mental health support services. At St Nicks we all see and feel the benefits of being outdoors and connected to nature. These benefits can be physical, mental or a combination of both! Our Nature-Based Wellbeing team run a series of Ecotherapy groups to help adults find this nature-connectedness. 92% of Ecotherapy participants told us that these activities meant that they noticed and sought out nature more in their daily lives.

Sustainability is at the heart of everything we do at St Nicks. When we talk about sustainability we are looking to ensure we are doing the least harm possible. Whether that is relating to human, social, financial or environmental. Our **Waste & Sustainability** team collect recycling, carry out waste audits and run events across the city. Together our teams work to make York a more sustainable city.

Our Values

Collaboration – Our approachability and inclusiveness ensure that everyone who is affected by our work is involved in shaping it.

Integrity – We are honest, inclusive and have respect for all life through our ethics, authenticity and commitment.

Innovation – We are committed to constructively exploring ideas that help us get closer to our vision by doing things differently and taking pioneering approaches, recognising the learning and development that comes with this path.

Professionalism – All of our actions to our beneficiaries, stakeholders and each other demonstrate our mutual respect, competence, proactivity and the way we make a difference.



About the Role

This exciting new role provides an excellent opportunity to help shape and deliver our approach to fundraising, it will ensure that St Nicks can continue our vital work in supporting planet, people and nature. As the sole fundraiser and reporting directly to the Chief Executive Officer, you will be given the autonomy to shape, develop and deliver on all aspects of our unrestricted fundraising, building key relationships with existing and new supporters and maximising support from community, corporate and individual supporters.

Although fundraising in this sense is new to St Nicks, we have a strong foundation of existing supporters and partners which we can build our fundraising and relationships on. With plans to develop the environment centre, we anticipate that the first 12 months of the role will have a significant focus on generating income for our capital project, before transitioning into more general fundraising for the organisation.

The fundraiser will be part of our central team and work closely with our Marketing and Communications officer.

Job Description

Job Title	Fundraiser
Contract Type	This role is initially for a 2 year fixed term contract, with possibility for extension dependent on the success of the role.
Hours	21-28 hours per week, negotiable. This is based on FTE of 35 hours per week.
Salary	£30,000 per annum pro-rata
Place of work	Primary place of work is the St Nicks Environment Centre and Local Nature Reserve (LNR) with the opportunity for hybrid arrangements in line with St Nicks policy (minimum 0.4 FTE pro-rata onsite). Some travel around York is expected with this role.
Hours	Negotiable. Typically, hours are worked Mon-Fri between hours of 09:00 – 17:00 with occasional weekend or evening work by prior agreement.
Responsible to	CEO
Responsible for	Fundraising volunteers
Purpose	To lead and develop our newly formed Fundraising function, creating a new strategy to maximise income generation from corporate and community supporters, build strong working partnerships with local businesses and community groups and deliver on annual unrestricted income targets.

Duties and Responsibilities

Planning and Strategy

- To develop, implement and continually evaluate the fundraising strategy and associated income to maximise income and donor engagement.
- To research and identify new fundraising opportunities and activities across York
- To keep ahead of latest fundraising trends, best practice and learnings across the sector
- To develop a package of fundraising options, making it easy for potential donors to support St Nicks. This could include membership, regular giving and corporate partnerships

Relationship Building and Retention

- Research, Identify and engage potential supporters who may wish to engage with St Nicks
- Provide excellent donor care, ensuring the needs and expectations of existing and potential donors are met and exceeded in order to maximise fundraising income, and build long-term support for St Nicks
- Ensure all current stakeholders and supporters are properly stewarded and communicated with, and that they receive relevant information about the impact of their existing support and maximising opportunities for further support.
- Set up, meet, and follow up approaches to people and companies, working closely with the CEO.
- Build support from volunteers in our fundraising work, ensuring they feel valued, informed, and engaged.

Marketing and Engagement

- Work closely with the wider St Nicks team to understand our work and communicate this effectively to potential supporters and donors
- Work collaboratively with marketing and communications colleagues to develop required materials to inspire and encourage fundraising.
- Develop new, creative, and compelling stories about St Nicks which can be used for a range of communications and fundraising activity.
- To speak publicly about St Nicks to all areas of the community, including schools, businesses, organisations and individuals to audiences of all sizes.
- To lead on, with support from the marketing and comms officer, our flagship events (3 per year)

Management and Compliance

- To efficiently manage the Fundraising income and expenditure budget
- Ensure we comply with all regulations and best practices in relation to charity fundraising and communications.
- Work closely with the leadership team to ensure that fundraising activity is complementing their work and existing relationships
- Store all donor data in line with GDPR requirements

Monitoring and Evaluation

- To work with the CEO to develop effective monitoring and evaluation tools
- To produce monthly stats on KPIs
- To produce bi-monthly reports for the board of trustees

General Duties

- Participate in the day-to-day work of the organisation – such as reporting, attending team, Board and AGM meetings as required, answering the phone, dealing with enquiries from the public, communicate effectively with colleagues ensuring all necessary information is passed on.
- Maintain the strict confidentiality of all information acquired especially with regard to organisational and programme development, donors and beneficiaries.
- To take responsibility for being up to date with current policies and procedures and to adhere to these.
- Keeping updated and being involved with the orchestration of organisational changes and developments through discussions with the CEO and colleagues at staff meetings.
- Maintain a safe working environment and good housekeeping practices at all times.
- All other reasonable duties as required in the delivery of this post.

Working Conditions

A mixture of indoor and outdoor working with some evening and weekend work to be expected.

Acknowledgement & Agreement

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Person Specification

Experience

- Significant experience of working in a fundraising/voluntary sector environment
- Significant experience of generating income with a proven track record
- Experience of dealing with the public to raise money and promote activities
- A proven track record of developing individual giving and corporate relationships, leading to successful outcomes
- Experience developing and delivering new ideas and activities from creation to delivery
- Experience of using databases for sales and marketing activities as well as donor care and financial reporting
- Experience of building high net worth relationships for capital projects (desirable)

Skills and attributes

- An excellent networker, capable of developing relationships with people from a wide variety of backgrounds
- Great interpersonal skills and the ability to communicate confidently and create meaningful relationships with senior colleagues, stakeholders, partners, current/potential donors etc.
- Proven ability to balance a demanding workload with multiple ongoing projects and meeting tight deadlines
- Excellent verbal and written communication and presentation skills
- Creative and innovative
- Excellent attention to detail and accuracy
- A commitment to St Nicks mission, vision and values

Knowledge and understanding

- Firm understanding of donor motivations
- Understanding of fundraising trends
- Understanding of the voluntary sector in York and how this may impact on St Nicks fundraising

Definition of Experience:

Experience = more than one year's direct experience.

Significant experience = at least three year's direct experience.



Application Process

If you would like to apply for this role, please submit a CV and covering letter to centre@stnicks.org.uk

All applications will be shortlisted using the criteria set out in the person specification. Please use your covering letter to detail how you meet the criteria.

If you would like to find out more about St Nicks or the fundraiser role before applying, we welcome an informal conversation with our CEO, Vicky. These calls are not mandatory, but can be helpful for you to get a better understanding of the role before applying.

To book a call please email Vicky on: chiefexec@stnicks.org.uk

St Nicks is committed to equality, diversity and inclusion in our recruitment process and elsewhere and we encourage applications from a diverse range of people. If you require any reasonable adjustments for the application process, please contact centre@stnicks.org.uk

Closing date for applications: 9am 1st September 2025

Interview date: 5th September 2025