



Fundraising Officer Application Pack

About Cornwall Community Foundation

Behind the holiday playground you see in photographs, Cornwall is the poorest county in England, with many disadvantaged and isolated communities, extreme child poverty, youth unemployment and associated mental health issues. These needs are often unseen but are very real.

At the Cornwall Community Foundation, we believe in a positive Cornish life for all, free from poverty and social isolation. Our aim is to change people's lives for the better by helping local communities. We want Cornwall & the Isles of Scilly to be a great place to live for everyone - a place where people work together to address disadvantage. Donors trust our expertise to direct funds to those grassroot organisations and initiatives which will make a big difference to the lives of those in genuine need, reaching vital projects that might not otherwise survive. Since 2003 we have grant awarded more than £23 million to over 9,000 community projects. In 2025 we grant awarded £2.6 million.

We manage charitable funds on behalf of local individuals, families, companies and public agencies. Many of our funds are invested in endowment, which is currently valued at £15 million. We also manage flowthrough or non-invested funds including for the Duke Of Cornwall's Charitable Foundation, the NHS Integrated Care Board, Cornwall Council and the Police and Crime Commissioner for Devon & Cornwall. Typically, our funds are donor advised and we engage with more than 100 local people who assist us with making grant making decisions.

Our friendly and committed [Team](#) of 14 is based in Bodmin when they are not working from home. We have an active and engaged Board of [Trustees](#) who meet four times a year and several committees who meet throughout the year.

CCF is committed to the principles of a 'one team' approach. This recognises that all members of the Team contribute to the success of delivering CCF's goals to address need in the community by making high quality grants and promoting philanthropy.

Job Purpose

This is an exciting opportunity to join CCF's development team at the heart of our fundraising and communications activity. Working alongside our CEO, Philanthropy Director, Development Director, Fundraising Manager, Events Officer, and Marketing Officer, you will provide essential support across income management, donor stewardship, events administration, and content creation.

This role would suit someone looking to build or develop a career in the charity sector, someone who is highly organised, comfortable juggling competing priorities, and genuinely motivated by the difference that community philanthropy can make.

Fundraising Officer

Post: Fundraising Officer
Salary: £26,250 – £27,500 FTE per annum depending on experience
Length of contract: Permanent
Hours: Full time (37.5 hours) – part time would be considered
Located at: Based in Cornwall and able to attend the CCF office in Bodmin at least one day a week.
Responsible for: Supporting our Fund Development team
Reporting to: Fundraising Manager

Job Description

The responsibilities of the Fundraising Officer are as follows:

Income Processing and CRM Management

- Working closely with the Finance Assistant, accurately post all non-automated donations onto Salesforce Lightning and ensure that Relationship Managers are informed about gifts in a timely manner.
- Support all Fund Development team members in ensuring that file notes and relationship details on Salesforce are kept up to date.
- Run reports as requested by colleagues to support board reporting and fundraising performance reviews.

Donor Stewardship

- Assist the Fund Development team with donor stewardship activity, including thank-you correspondence following donations.

- Oversee the Friends membership scheme, including working with the wider team on recruitment campaigns and general messaging, working with the Friends and Events Committee, and managing the welcome and retention processes.
- Provide administrative support for other membership programmes, supporting the team to maintain accurate records and ensure members receive timely and appropriate communications.
- Support the creation and delivery of targeted donor communications, campaigns and impact reports, including the management of direct mailouts.

Events and Marketing Support

- Provide support to the Events Officer in the lead-up to, during and after events, including ensuring the related Salesforce campaign is kept up to date.
- Assist the Marketing Officer in producing content for CCF's online channels, including social media posts, website blogs, and newsletters.

Office Administration and Communications

- In collaboration with the Finance Assistant, monitor and manage the general office inbox, answer and direct the main office telephone line, and ensure office post is checked weekly.
- Any other administrative support required by the wider staff team.
- Provide cover for the Finance Assistant on occasion.

Person specification

Essential:

1. A genuine passion for CCF's vision and mission, and an understanding of the needs of communities across Cornwall.
2. Experience of or a strong interest in the third sector, whether through paid employment, volunteering, or community involvement.
3. Confident user of Microsoft 365, with good working knowledge of Excel.
4. Experience of using a CRM database, with the ability to learn a new system quickly (CCF uses Salesforce Lightning).
5. Excellent organisational skills, with the ability to prioritise a varied workload, meet deadlines, and manage requests from multiple colleagues simultaneously.
6. A self-starter who can work independently as well as collaboratively within a small team.
7. Adaptable and willing to support colleagues across different areas of the team's work as needs arise.

8. Strong written and verbal communication skills, with high attention to detail.
9. Discretion and professionalism when handling donor and supporter information.
10. Current driving licence and access to a vehicle

Desirable:

1. Familiarity with Salesforce.
2. Experience of or interest in digital content creation, written, visual, or video.
3. Understanding of Gift Aid processes and requirements.
4. Understanding of GDPR and other fundraising-related laws and regulations.
5. Experience of supporting events or marketing campaigns.
6. Knowledge of Cornwall's voluntary and community sector.

What We Offer

1. The chance to work at the heart of Cornwall's philanthropic community
2. A varied and meaningful role in a supportive, collaborative team
3. 26 annual leave plus bank holidays
4. Workplace pension scheme
5. Flexible/hybrid working

To apply

To apply for this post please forward your CV and covering letter to Tamas Haydu CEO
tamas.haydu@cornwallfoundation.com

(Incomplete applications will not be considered.)

Deadline

19th May 2026

Professional and personal references will be required prior to appointment. Proof of right to work in the UK will be required.

CCF is committed to equality of opportunity and welcomes applications from all sections of the community. We are particularly keen to hear from candidates with lived experience of the issues our grantees address.