



## Fundraising and Communications Officer

### About Sunrise Diversity:

Sunrise Diversity is a charity dedicated to ending discrimination and creating connected, inclusive communities where everyone feels they belong. For over 10 years, we have grown from a volunteer-led community group into a trusted organisation, led by the voices of the diverse people we support. We provide safe, welcoming spaces, classes, advocacy, and social opportunities that help people build confidence, reduce isolation, and strengthen relationships. By celebrating diversity and challenging discrimination, we aim to create communities where every individual is welcomed and supported.

Our new five-year See Me project, funded through a long-term grant, allows us to expand our work across Northern Devon, particularly for migrants, refugees, LGBTQ+ individuals, and others facing social or geographic isolation. The project strengthens connections through ESOL English classes, safe spaces, social opportunities, and advocacy while working with local authorities, partners, and volunteers to embed inclusion across services and community life. Joining Sunrise means contributing to a team that helps people connect, grow, and belong—making rural communities more equitable, welcoming, and supportive for everyone.

### About the Role

**Contract:** Permanent, part time, 14 hours per week

**Salary:** £28,983 FTE (£10,970 pro-rata)

**Location:** Based at Sunrise offices, 25 Castle Street, Barnstaple with hybrid working.

**Holiday:** 33 days including bank holidays FTE, plus 2 days pro-rata over Christmas

**Pension:** 3% Employer, 5% Employee

We are looking for a passionate and proactive Fundraising and Communications Officer to join our small, purpose-driven team. This new role is central to supporting the organisation's sustainability and growth, leading on fundraising and communications, including community funding initiatives, individual giving, managing donor records, coordinating community engagement and supporting grant applications and reporting. The role will lead our public communications, managing our presence across social media, website and local media. You will create engaging content that tells the story of our work, coordinate communications with partners, and ensure our digital channels are regularly updated and aligned with our fundraising and engagement goals.

This is a varied role which combines relationship-building, digital creativity and hands-on fundraising to help secure vital funds and raise awareness of our services.



## **The Person**

Our ideal candidate will be organised, resourceful and enthusiastic about making a difference. They will be confident in engaging with diverse audiences and able to work independently as well as collaboratively as part of a team. The post holder will demonstrate creativity, strong attention to detail and excellent communication skills, alongside a genuine commitment to supporting our mission and a willingness to learn and develop in the role.

## **Key Responsibilities**

- Lead day-to-day fundraising, including managing donor records, administration, and supporting grant applications and reporting.
- Plan and deliver fundraising campaigns and events.
- Coordinate communications for community engagement, partnerships, and fundraising initiatives.
- Develop and maintain strong, positive relationships with supporters, volunteers, local groups, and corporate partners.
- Create engaging digital content across social media, website, newsletters, and print materials.
- Monitor and report on fundraising and communications activities, using data to inform strategy and improve outcomes.
- Contribute to a strategic, sustainable approach to fundraising, communications, and partnership development.
- Any other duties as required to support the work of the charity.

## **What You'll Bring**

- Experience in community fundraising, individual giving, trusts and foundations and communications.
- Excellent written and verbal communication skills for diverse audiences.
- Strong organisational and project management abilities, with attention to detail and the ability to manage multiple priorities.
- Proficiency in IT, including Microsoft Office Suite, Outlook, and CRM databases
- Experience creating digital content and familiarity with social media and design tools (e.g., Canva, mailchimp etc)
- Good written and verbal communication skills
- Strong planning and organisational skills with ability to prioritise competing demands and meet deadlines
- Team player - ability to work flexibly as part of a small multi-disciplinary team and on own initiative
- A genuine interest in Diversity, Equality and Inclusion including the needs of migrants, refugees, and the LGBTQ+ Community.

## **Why Join Us?**

- A flexible, hybrid working model
- A supportive, inclusive, and values-driven culture
- A chance to make a tangible difference in the lives of local diverse individuals
- Excellent annual leave with additional leave over Christmas, and pension



## How to Apply

Email [admin@sunrisediversity.org.uk](mailto:admin@sunrisediversity.org.uk) with your CV and a cover letter.

Closing date: 10 am on Monday April 6<sup>th</sup> 2026.

Interviews: Wednesday 15<sup>th</sup> April 2026

We think our organisation will benefit from diversity and welcome applications from people of all diverse backgrounds and all abilities, we believe each person brings their own valuable experiences to the work we do.

This role is subject to a DBS check and satisfactory references. We are committed to safeguarding and promoting the welfare of children, young people, and adults at risk.

The successful candidate will start from w/c 1<sup>st</sup> June 2026.

## Person Specification

### Essential

- Proven experience in community fundraising, individual giving, corporate fundraising
- Experience managing supporter or donor relationships.
- Excellent written and verbal communication skills for engaging diverse audiences.
- Strong organisational and project management skills, with the ability to manage multiple priorities and meet deadlines.
- Experience creating digital content for social media, newsletters, websites, or print materials.
- Proficiency in IT, including Microsoft Office Suite, Outlook, and CRM databases.
- Ability to work independently and collaboratively, using initiative and sound judgment.
- Commitment to equity, diversity, and inclusion, particularly within the context of the diversity sector.
- Enthusiasm for continuous learning and professional development.

### Desirable

- Experience with CRM systems for donor management.
- Experience in grant application writing and reporting.
- Experience coordinating fundraising events or campaigns.
- Familiarity with creative design tools such as Canva
- Knowledge of digital marketing analytics and using data to shape communications strategies.
- Experience building corporate partnerships or working with trusts and foundations.
- Previous experience in a small charity or purpose-driven organisation.