

Mid Sussex Liberal Democrats Fundraising Lead – Part Time

Job Title: Fundraising Lead

Salary: £30,000 - £35,000 per annum Full Time (40 hour week) Equivalent - £12,000 - £14,000 per annum for a 16 hour week - depending on experience.

Hours: Part-time (16 hours per week). In order to be able to work closely with the Mid Sussex MP the Fundraising Lead will need to be available on Thursdays but there is flexibility to fit the remainder of your work around your personal constraints.

Tenure: Fixed term for 6 months with the potential to extend

Location: Mid Sussex Lib Dems' office is in central Burgess Hill. There may be an occasional need to go in to the office for a particular meeting but apart from that you will be free to decide whether you work from home, or the office, or a mixture of the two.

Background:

In 2024 Mid Sussex elected Alison Bennett, its first Liberal Democrat MP for over a century. Alison's success was founded on our team of committed and hard working volunteers and considerable financial contributions from generous donors.

The General Election success built on gains in the 2023 local elections which firmly established the Liberal Democrats as the leading party in local government in the area.

Our aim is to sustain our position in Mid Sussex, ensuring that our councillors and MP are re-elected, we increase our majority in local elections and we contribute to a successful election for Mayor of Sussex. Vital to these ambitions is raising the finance to fund our campaigns.

Job Specification:

This is a newly created role which will have responsibility for developing and driving a fundraising strategy to enable further growth across the party and to help fund future elections. It is an exciting opportunity to work collaboratively with Mid Sussex MP Alison Bennett and some of the experienced staff and the volunteer team of Mid Sussex Liberal Democrats.

We are looking for a highly organised, motivated, and entrepreneurial team member with strong fundraising skills and a passion for politics.

This role offers a strong degree of flexibility, both in terms of hours and location. Subject to essential meetings, there is scope to agree a work pattern that suits you and strikes a balance between a rewarding job and other interests and responsibilities.

Key Responsibilities:

Donor engagement

- Identify, research and make contact with new donor prospects and organisations, securing individual meetings or their attendance at donor events, and then converting them into donors
- Draft donor communications, proposals and prospect research briefs
- Plan an engaging programme of donor events throughout the year, and work with event team volunteers to ensure it is delivered
- Manage relationships with key donors, ensuring they renew, repeat or increase their annual subscriptions/donations each year
- Undertake prospect research and due diligence into potential donors to ensure they are appropriate and eligible supporters
- Build a group of ambassadors to grow our network and prospect pipeline

Member & Supporter Fundraising

- Support the volunteer-led local party Executive to develop a member and supporter fundraising strategy, including through a programme of events for members and supporters, fundraising campaigns, and a legacy fundraising scheme

Financial/ Banking

- Support the Local Party Treasurer in:
 - Processing all incoming donations and adding them to our database
 - Updating the incoming donations tracker & banking report
 - Performing the PPERA checks on all donations where relevant (training will be provided)
- Produce monthly reports to track the donations against the predicted income and to support the MP to declare all registrable interests

Communications

- Draft compelling fundraising event invitations and ensure they are sent to donors
- Use the telephone as well as written communications to follow up on event invitations ensuring that invitees commit to attending
- Produce regular fundraising communications and achieve sign off before deadline
- Manage the 1-1 stewardship of existing donors through communications (such as thank you cards) and catch up meetings

General Admin

- Set up and manage donor databases

Key things we re after from you:

We are looking for an entrepreneurial, motivated and highly organised individual who will thrive in an externally-facing role and a fast-paced work environment.

Essential Skills and Experience

- At least two years of experience of fundraising including experience of fundraising with major donors
- Confident communicator who is able to approach donors and prospects, engage with them effectively and make a direct ask

- Self-starter with strong organisational and time management skills
- Excellent writing skills and experience in drafting materials and communications for donors
- Availability on Thursdays to ensure close collaboration with the MP
- Flexibility to work some evenings and weekends throughout the year
- Research experience
- Sympathy with the aims and values of the Liberal Democrats

Desirable Skills and Experience

- Ideally has an existing network of potential donors
- Experience of managing volunteers and board members
- Knowledge of legacy fundraising.

Experience for you:

- **Networking:** Meet and exchange experience with ambitious campaigners from across the country, including MPs and fellow fundraising staffers.
- **Have a real impact:** Your work will have a huge bearing on the success of the Lib Dems in Sussex.
- **Change lives:** Make a difference to Mid Sussex and to our country's future by doing what you do best!

How to apply

Please complete the online application form here:

[Mid Sussex Liberal Democrats Fundraising Lead Application Form](#)

Deadline:

Closing date: 17:00 17th November 2025

Interviews: Third week of November 2025

Further Information:

If you have any questions please contact Peter Cox at **info@midsussexlibdems.org.uk**

We will be reviewing applications as they come in and reserve the right to appoint prior to the closing date.

We will not be able to employ you if you are not eligible to work in the UK. We will not be able to obtain a work permit on your behalf.

Applicants are encouraged to inform us if any reasonable adjustments are needed to be made during any part of the recruitment process.

The Party believes it is essential to foster equity, equality, diversity and inclusion within our workforce.

We want our employees to thrive in an environment where everyone is welcome and supported to achieve their potential. It is important to celebrate what makes us unique and that you feel valued, appreciated and free to be who you are.

We will notify applicants if their application has been unsuccessful when the job has been filled.