

Job Description

**Job Title:**   Community Fundraiser

**Reports to:** Area Fundraising Manager

1. **Main job purpose**

To maximise the ethical and sustainable generation of funds for the charity through community fundraising.

To work as part of a team in order to deliver income and measurable awareness.

Support the active recruitment and management of volunteers to assist with the work in the area.

To work as a part of the wider fundraising team across a range of income streams and contribute to shared team goals and income targets.

1. **Main duties and responsibilities**

* To achieve personal targets and all KPIs that deliver income from existing and new sources, and contribute to achieving targets and KPIs in the rest of the charity
* To proactively report progress against these targets as requested to the team and to the Fundraising Manager. To make recommendations and take action for any activity that is under or over performing in a timely manner.
* To work with the Fundraising Manager to develop and implement a local Fundraising and Marketing Plan.
* To take responsibility for accurate supporter records using the Raiser’s Edge CRM database and use the database to assist area strategy.
* To deliver high quality supporter care to all supporters of EAAA to ensure they feel fully valued by the charity and that all relationships are maximised to their full potential.
* To lead projects which need financial sponsorship and to secure such sponsorship working with external and internal partners.
* To identify companies, develop new opportunities and account manage existing partners with Charity of the year, Marketing, Promotions, Challenge events and Payroll Giving.
* To prepare and give presentations where requested to promote the Charity.
* To comply with any and all legal requirements governing fundraising activity.
* To attend and contribute to regular meetings with other team members and any additional meetings as required.
* To undertake all necessary administrative duties and reports as required.  Ensure that supporters feel valued, are thanked promptly, all monies are banked, proper records kept, and details passed to the Finance Department in a timely manner.
* To work with existing fundraising volunteers and to assist in the recruitment of new volunteers in order to maximise personal support with measurable outcomes.
* To manage all Health & Safety rules with your team and fundraising activity and to take reasonable care to promote health and safety at work for all employees.
* Work with fundraising specialists such as the Legacy Officer and Events Fundraising Manager to ensure a holistic and co-ordinated approach to supporter engagement and development.
* Attend events, give community talks and represent EAAA at cheque presentations or networking events.  This will involve frequent evening, weekend and Bank Holiday work.
* To comply with any and all legal requirements governing fundraising activity as directed by charity management.

1. General duties/responsibilities

* From time to time, the post holder may be required to work at any of the Charity’s sites in line with organisational needs.
* All staff must ensure confidentiality and security of information dealt with in the course of performing their duties. They must comply with and keep up to date with Charity policies and legislation on confidentiality, data protection, freedom of information and computer misuse.
* All staff are required to adhere to and act consistently with all relevant health and safety legislation and Charity policies and procedures in order to ensure that their own and the health, safety and security of others is maintained.
* Staff will actively promote the Charity’s commitment to equality and diversity by treating everyone with dignity and respect.
* All employees should take a proactive approach to personal development in order to ensure that skillsets are aligned to the demands of the role as it evolves and develops to meet the organisation’s changing needs.
* All employees have a responsibility for protecting, safeguarding and promoting the welfare of children and vulnerable adults.
* It is the responsibility of all employees to conduct all business in an honest and ethical manner.
* Staff should uphold and demonstrate the Charity’s values (community, passion, accountability, innovation, quality).
* All staff should be aware of their responsibilities to protect the reputation of the charity e.g. social media and behaviour.
* Reporting incidents via the Datix system as part of an open and fair culture.
* Staff should be willing to undertake any activity as deemed appropriate by the charity that is in line with skills, experience and knowledge.

1. **Person specification**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| **Education** | |
| A Level or equivalent | Membership of the Institute of Fundraising Certificated (or working towards) |
| **Knowledge / Experience** | |
| Record of working successfully with volunteers | Experience of event management in the third sector |
| Proven track record of accurately reporting on and analysing budgets | Previous experience in setting and managing budgets |
| Proven record of presenting to varied groups of people | Experience in managing a varied community fundraising portfolio |
| **Other Skills and Personal Attributes** | |
| Ability to work with minimal supervision, using own initiative to solve problems | Proficient in the use of a CRM system |
| Good communicator who can build and maintain strong and effective relationships with colleagues and external contacts |  |
| IT literate with good office and administration skills. Confident in the use of all Microsoft Office packages as well as proficient in the use of internet and email |  |
| Excellent written and spoken English and presentation skills |  |
| Effective team worker |  |
| Ability to assess priorities and objectives, and work to achieve these within agreed timescales |  |
| Current UK driving licence and the ability to travel to a number of locations across East Anglia, sometimes at short notice |  |
| Team working skills and the ability to work alongside different people |  |
| A strong networker |  |
| Able to prioritise workload |  |
| Resilience, energy and drive – the ability to work under pressure |  |
| Confident, diplomatic and courteous |  |
| Creative - with the ability to identify and develop new fundraising initiatives |  |