



JOB DESCRIPTION

Job Title:	Community Fundraiser
Department:	Fundraising
Responsible to:	Fundraising Team Leader
Hours:	37.5 hours Monday to Friday Must be flexible to work irregular hours as demanded by the requirements of the post.

1. Job Purpose

To implement a community fundraising strategy for St Oswald's aimed at building long term donor relationships with volunteers, schools, external events, community groups & associations, generating income, maximising on fundraising opportunities.

To act as the first point of contact for St Oswald's supporters within a geographic area, providing focus for fundraising activities, driving the implementation of the Fundraising strategy and ensuring that optimum income is achieved cost effectively.

To work as a positive member of the Fundraising team to ensure a strong positive internal and external image is maintained.

2. Key Tasks, Duties and Responsibilities

To work closely with the Fundraising Team Leader and Head of Fundraising to develop a fundraising plan, and adapt as required, to maximise on the potential of identified prospects across associated Fundraising disciplines.

To initiate, develop and implement the agreed fundraising plan, targeting prospects as required and appropriate, building long term relationships and ensuring that all supporters feel valued.

To achieve agreed budgets, targets and income through the delivery of the fundraising strategy.

To be the lead contact on all fundraising matters within the geographical area, and to provide resources and recognition to all supporters including support and advice for third party events including legal, trading and risk assessment advice.

To undertake meetings, presentations and talks, along with the preparation & submission of proposals and applications as necessitated by the fundraising plan.

Recruit, develop, manage and support fundraising volunteers and volunteer networks.

Work as part of the wider team with other St Oswald's fundraisers to plan, implement and grow all fundraising initiatives.

Recruit and support event participants for all St Oswald's events and offer participants further opportunities to support St Oswald's through a variety of methods.

Identify and package Regular Giving fundraising opportunities for prospective donors and volunteers in the community.

To lead the implementation of agreed fundraising activities within a defined budget limit and timetables including negotiating costs, schedules with appropriate suppliers and companies. A specific function will be to drive down costs for the initiatives the post holder leads on and secure as much free of charge as possible.

To document and interpret fundraising activities and campaign results to provide reports and make recommendations for improvements in the development of income growth and donor relationships. This will involve compiling business plans, reports and working with the Fundraising Team Leader to monitor results against agreed targets and budget.

Work closely with the Supporter Care Team to maintain up-to-date records and information on Donorflex, using Donorflex to produce action reports, reports on income and monitor responses to community initiatives, and at all times ensuring integrated working, maximising on resources used and avoiding duplication.

To liaise with the Communications team to ensure that fundraising events and initiatives are marketed and publicised effectively i.e. promote key messages and work within brand guidelines at all times.

To work in collaboration with Retail and shop managers to maximise on income generation.

To maintain open and effective channels of communication with all St Oswald's departments to ensure coordinated working practices.

Identify potential new supporters through networking, securing their support for Fundraising initiatives and maximising on their potential for the longer term.

To compile monthly KPI reports on fundraising activities and monitor against agreed targets and budget.

To develop and maintain a thorough understanding of, and ensure compliance with, all legal and contractual requirements associated with fundraising, including IOF best practise, risk assessment, volunteer management practices, and activities such as street collections.

To keep up-to-date with current trends in the UK fundraising market and the charity sector in general through relevant publications, websites, conferences and networking.

3. Self Development

To undertake appropriate personal development and maintain, develop skills and knowledge as determined by the annual review and development meetings and subject to the availability of resources.

4. Working Relationships & Team Working

To work as a positive team member at all times.

5. Conduct

To behave in a professional manner at all times, reflecting and maintaining the values and ethos of the organisation and generating a positive image of St Oswald's.

To adhere to all St Oswald's policies and procedures to ensure that these are maintained at all times.

6. Risk Management including Health & Safety

To adhere to St Oswald's Health and Safety policy as set out in St Oswald's Health and Safety policy statement.

To attend all health and safety training St Oswald's deems mandatory.

7. Other

To undertake any other duties as appropriate within the competence level and general level of responsibility of the post as required by the Head of Fundraising and Fundraising Team Leader.

Disclosure Level: An Enhanced Disclosure & Barring Check is required

Prepared by: Anita Ball, Director of Fundraising, Retail and Communications, July 2015

PERSON SPECIFICATION

Community Fundraiser

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS TRAINING & EDUCATION	Basic secondary education but no formal qualifications.	Member of the Institute of Fundraising
EXPERIENCE	<p>Experience of building relationships with donors, customers or clients</p> <p>Experience of work within a target driven environment</p>	<p>1 years' experience of fundraising working within a voluntary organisation</p> <p>Experience of devising and co-ordinating fundraising initiatives</p>
SKILLS, APTITUDES & ABILITIES	<p>A pro-active, creative approach to income generation with an ability to identify/exploit income opportunities and a desire to succeed</p> <p>Strong written and verbal communication skills, including the ability to carry out persuasive presentations and to produce written documents to a high standard.</p> <p>Able to plan and monitor and achieve income and expenditure</p> <p>Computer and IT literate</p> <p>Basic database use</p> <p>Well organised, able to prioritise and manage own time and work under pressure</p> <p>Able to adapt and be flexible</p> <p>Able to work effectively as part of a team and on own initiative</p> <p>Enthusiastic, proactive and results motivated</p>	
KNOWLEDGE	<p>Knowledge of a range of relationship building techniques</p> <p>Able to demonstrate knowledge of marketing tactics</p>	<p>Legal requirements associated with fundraising</p> <p>Experience with using Donorflex or CRM systems to a high standard.</p>

PERSONAL QUALITIES AND ATRIBUTES	<p>Enthusiastic and able to motivate others</p> <p>Able to work independently with minimal day to day supervision, and as part of a team</p> <p>Able to work with people at all levels</p> <p>Able to deal with sensitive situations in an appropriate manner</p>	
OTHER	<p>Clean Driving License and use of a car essential</p>	
WORKING ARRANGEMENTS	<p>Willing to be flexible as determined by the nature of the post.</p> <p>Available for sufficient hours to meet the needs of the post and to develop opportunities</p>	