

JOB DESCRIPTION

Community Fundraising Coordinator

Responsible to: Head of Fundraising
Hours: 11 hours per week, worked flexibly; 52 weeks p.a.
Date: September 2024

Key Responsibilities:

To support the delivery of Dyscover's Fundraising strategy by taking responsibility for Community Fundraising.

Main Areas of Work:

Funding – support and delivery of the Funding Strategy in conjunction with the Head of Fundraising and the Trustees

- Understand and work within the Code of Fundraising Practice
- Plan, coordinate and deliver a community fundraising programme to meet agreed targets
- Coordinate and develop the community fundraising team
- Be proactive in identifying community fundraising opportunities including liaising with local clubs, businesses and societies
- Communicate fundraising activities via email, monthly bulletins, Newsletters etc.
- Provide and distribute promotional materials for events
- Recruit volunteers to support events
- Assist and support individuals organising their own events or undertaking their own sponsored activities
- Manage requests from fundraisers for representation at events
- Provide regular website and social media updates for all upcoming and past events
- Keep the on-line fundraising diary up to date, managing Dyscover's fundraising platforms including 'Enthuse'
- Lead and Chair the Community Fundraising working party/meetings

General

- Carry out Risk Assessments for events and check insurance cover of external venues. At all times adhere to Dyscover's Health and Safety guidelines, and policies and procedures
- Engage with Dyscover staff, trustees and volunteers via email and contributions to the monthly Bulletin
- Attend Finance & Fundraising, team, and other meetings
- Attend relevant training as required
- Maintain confidentiality at all times
- In discussion with your Line Manager, undertake other appropriate tasks as the need arises

From time to time, you may be required to work flexible hours, which may include evenings and weekends, to meet the needs of this post.

This Job Description may be reviewed subject to agreement between yourself and your Line Manager, in order to meet the changing needs of the organisation.

Dyscover is a registered Charity (Charity No. 1099432) and is under the guidance of the Charity Commission.