

Job Description

Job Title:	Community Fundraiser
Employer:	Home-Start Guildford, Astolat, Coniers Way, Guildford, Surrey GU4 7HL
Location:	Locations across Guildford borough, the office and home working
Hours:	Part-time (15 - 18 hours per week)
Contact:	Fixed Term - 12 month contract
Salary:	£25,000 FTE pro rata
Responsible to:	Home-Start Manager

Job Purpose:

We are seeking a dynamic and motivated Community Fundraiser to join our team. The primary focus of this role involves identifying and developing fundraising opportunities within the community, including networking with local companies and organising fundraising events. Additionally, to assist with securing funding through grant applications to charitable trusts and other organisations.

Key Responsibilities:

- **Fundraising Strategy:** Develop and implement a comprehensive fundraising strategy to meet the financial needs of Home Start Guildford.
- **Community Engagement:** Identify and cultivate relationships with local businesses and community groups to secure sponsorships and partnerships.
- **Event Planning:** Organise and manage fundraising events, ensuring they are well-executed and achieve financial targets.
- **Grant Writing:** Research, prepare, and submit high-quality grant applications to charitable trusts, foundations, and other funding bodies.
- **Reporting:** Monitor and report on the progress of fundraising activities and grant applications, providing regular updates to the management team.
- **Collaboration:** Work closely with the Home-Start Guildford team to align fundraising efforts with the organisation's goals and objectives.

Fundraising Planning and Delivery:

- Work closely with the Manager and Trustees to develop, implement and evaluate an annual fundraising plan as part of the wider fundraising strategy.
- Work with staff, trustees and volunteers to identify suitable business links and community connections that will help increase income generation or provide non-cash or in-kind support e.g, volunteering, pro bono support, donations of equipment, etc.

- Develop and manage deadlines and projects and prioritise workload.
- Support and develop volunteer fundraisers, with the aim of maximising the funds they raise.
- Plan and deliver effective and appropriate fundraising activities including, but not limited to, events, activities, talks and presentations, sponsorship opportunities and challenges, in collaboration with the local community and supporters.
- Attend and manage community fundraising activities and events with support from staff team and volunteers as required (this may involve some weekend and evening work).
- Identify new opportunities and develop relationships with corporate partners and philanthropists.

Communications:

- Responsible for social media relating to fundraising. Responsible for the fundraising sections of the website which displays a range of upcoming fundraising challenges, corporate support, and fundraising volunteering opportunities.
- Create advertising and promotional materials relating to fundraising, including posters, leaflets and flyers using Canva and other platforms.

Skills and Experience:

- Experience in planning and organising successful fundraising events.
- Strong research and analytical skills to identify potential funding opportunities.
- Ability to build and maintain relationships with corporate partners and community groups
- Highly organised, with strong project management skills and attention to detail.
- Excellent written and verbal communication skills, with the ability to craft compelling grant proposals and engage with stakeholders.
- Have a passion and understanding of Home-Start Guildford's mission, committed to making a positive impact on the lives of families and children.

Supporting the work of Home-Start Guildford:

- Promote Home-Start Guildford at local networks.
- Attend Home-Start family events and outings and relevant training where needed.
- Work cooperatively with the Manager and staff team to support the development of and promotion of Home-Start Guildford. This may include inducting new team members.
- Act as an ambassador to Home-Start, promoting our work externally, ensuring high standards of ethics in practice are maintained and the Home-Start reputation is upheld.
- Work within Home-Start's policies and procedures, including Quality Assurance, monitoring and evaluation, and financial reporting.

- Ensure all regulations are adhered to in relation to fundraising, events and activities, e.g. risk assessments, fundraising activities.

General

The postholder may be required to undertake any other duties that fall within the nature of the role and responsibilities of the post as detailed above at the Manager's discretion.

Hours and days worked are flexible to meet the needs of the role and event schedules.

This post is subject to a 3-month probationary period and to meeting financial targets set by the board of Trustees.