



## Job Description – Community Fundraiser

Job Title:	Community Fundraiser
Reports to:	Head of Fundraising
Working with:	Internal teams; Fundraising, Communications, Volunteer Management, Marketing and Rehoming teams. External; hen rehoming, volunteers, fundraising supporters, community groups and committees, influencers.
Responsible for:	Community Fundraising
Salary:	£23,000 - £25,000 (depending on experience)
Hours:	37.5 hours per week
Role type:	Full-time permanent role, following 6 month probation period. Hybrid/South West based, (expected to travel to Hen Central, in Devon on average twice a month)
Annual Leave:	Annual Leave: 29 days annual leave (inclusive of bank holidays and your birthday) rising to 34 days with length of service.

### Main Purpose of Job:

The purpose of this exciting new role is to raise community fundraising income by building and developing relationships with key community fundraisers, community groups, fundraising volunteers, schools and community stakeholders. As the main lead in the charity for community fundraising, you will encourage, motivate and promote the work of our dedicated and loyal community fundraisers on their varied and wide-ranging fundraising endeavours to maximise income and support of the BHWT.

You will also take responsibility for our established community fundraising streams unique to the charity; *Bake for Hens' Sake!*, Egg Club and Sponsor a Hen, ensuring we spread our message far and wide and recruit new supporters to help hens.

### Main responsibilities:

1. To grow and develop community fundraising income working with key fundraisers and community groups in the BHWT audience.
2. To provide a high standard of donor care, ensuring all donors are thanked and acknowledged appropriately on time and communicated with regularly with care, thought and attention to detail.
3. To project manage and develop our key community fundraising income streams; *Bake for Hens' Sake!*, Egg Club and Sponsor a Hen working closely with Marketing and Communications colleagues to actively promote and share stories to thank and encourage new supporters to sign up.
4. To act as the charity's main lead for all Community Fundraising related activities and respond to and/or direct all incoming Fundraising enquiries where appropriate.

5. To work with the Head of Fundraising to develop a calendar of supporter-led running events in 2025 and beyond, ensuring places are promoted and that prospective runners are well supported and managed in order to reach individual targets.
6. To work proactively with Marketing and Communications colleagues and provide compelling and engaging content for use in communication channels including the BHWT's supporter magazine and social media channels to encourage supporters to fundraise for hens and thank/acknowledge.
7. To manage and facilitate communications effectively across key community fundraising streams to aid retention and secure future support e.g. the quarterly newsletter to Egg Club and regular updates to the Sponsor a Hen audiences.
8. To provide monthly reports to the Head of Fundraising in all areas of Community Fundraising.
9. To administer the various elements of the fundraising streams e.g. sending out fundraising packs and thank you letters.
10. To ensure compliance with all relevant legislation including GDPR and data protection.
11. To maintain accurate records on SharePoint and Salesforce.
12. To provide support to other areas of fundraising where appropriate and undertake ad hoc tasks from time to time as required within the charity.
13. To attend events on behalf of the charity from time to time.

### Key qualifications, skills and experience

	Essential	Desirable
QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent qualification or experience</li> <li>• Demonstrable experience fundraising for a national charity</li> <li>• Proven experience in managing and developing relationships with community fundraisers to raise funds</li> <li>• High level of project management experience including delivering projects on time and within budget</li> <li>• Experience of working remotely/working independently</li> </ul>	<ul style="list-style-type: none"> <li>• Event management</li> <li>• Understanding of other fundraising streams e.g. corporate, digital fundraising</li> </ul>
KEY SKILLS AND COMPETENCIES	<ul style="list-style-type: none"> <li>• Excellent organisational skills.</li> <li>• Collaborative team-player</li> <li>• Ability to plan, balance and cope with competing priorities</li> <li>• Excellent written and verbal communication skills</li> <li>• High standard of computer competency and literacy</li> <li>• Experience of working with volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of Salesforce</li> <li>• Good knowledge of Gift Aid and Data Protection legislation</li> </ul>
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> <li>• Commitment to delivering a high quality service</li> <li>• A proactive approach to all areas of work</li> </ul>	

	<ul style="list-style-type: none"> <li>• Strong team working orientation, with the ability and social skills to work collaboratively with staff at all levels.</li> <li>• Flexible and adaptable approach to work demands across the whole organisation</li> <li>• Able to maintain strong working relationships with key donors</li> </ul>	
OTHER	<ul style="list-style-type: none"> <li>• Willing and able to work occasional evenings and weekends to support fundraising events</li> <li>• Driving licence</li> </ul>	

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.