



# THE KIDS NETWORK

# COMMUNITY FUNDRAISING

# OFFICER

The Kids Network, London's award-winning mentoring charity for children aged 8-11, is looking for a Community Fundraising Officer to join our small, successful fundraising team.

- Contract: Permanent, full time (35 hours)
- Salary: £28,000 p/a
- Location: London-based
- Some evening and weekend work may be required, which can be claimed as TOIL
- Reporting to Fundraising and Development Lead

## ABOUT THE ROLE

The Kids Network are seeking a Community Fundraising Officer to join our small, successful team to help take our community fundraising to the next level, as we grow to deliver life-changing mentoring for more Little Londoners. This role will oversee our growing Community Fundraising programme, building on the processes, engagement and successes we've nurtured over two years, keeping our wonderful supporters motivated, committed and happy, while increasing the income they raise.

As our Community Fundraising Officer, you will be the first point of contact for supporters taking on challenge events and raising money for TKN in the community. You will ensure our different supporters have a fantastic experience at every step, and feel committed to supporting the charity's work and furthering our impact for Little Londoners. Working closely with our two other fundraisers, you will learn about all aspects of fundraising, and support the team with maintaining meticulous records, delivering strong supporter stewardship, and writing lower-level funding applications and reports.

This role supports The Kids Network by securing the income and public support required to deliver and scale our transformative mentoring programme.

## BENEFITS

- Flexible working arrangements (mostly working from home, with 1-2 days a week in the office)
- 25 days annual leave entitlement, plus additional day awarded each year (up to five years)
- Option to swap bank holidays for other religious holidays
- Birthdays off
- Two Mental Health "Me Days"
- Volunteering time to mentor with The Kids Network
- Personal development budget
- Team socials
- Working in a value-led organisation, where we share the impact we have on children every day

## KEY RESPONSIBILITIES

### COMMUNITY AND INDIVIDUAL GIVING FUNDRAISING

- Oversee onboarding and stewardship journeys for event fundraisers
- Recruit and support people fundraising in their community (schools, businesses, faith groups, etc)
- Maintain our Community Fundraising platforms and keep event listings up-to-date
- Maintain meticulous donation and supporter records on Salesforce and liaise with Finance team
- Oversee administration and stewardship for Friends of TKN supporters club, and developing offer for committed supporters

### TRUST FUNDRAISING

- Collate information for, proofread and write lower level funding applications and reports
- Maintain supporter records on Salesforce (reporting schedules, receipting and recognition)
- Support team with researching and identifying Trust prospects

### GENERAL

- Work closely with our Marketing Team to deliver consistent, persuasive fundraising messages in our social media posts and newsletters, as well as maintain up-to-date website content
- Maintain our Case For Support, ensuring it's up-to-date and compelling to attract partners and donors
- Support general stewardship with supporters, funders and corporate partners

## ABOUT YOU

We are looking for a motivated, personable, confident communicator who is passionate telling stories and keeping our supporters engaged to join our small but mighty team. To be successful, you will be organised, detail-focused, creative, and proactive.

### PERSONAL SPECIFICATION

- Passionate about making society more just, protecting children's futures, and the power of mentoring
- Exceptional written, verbal and presentation skills, able to tell a story and inspire supporters
- Excellent interpersonal skills, confident building relationships with different supporters
- Strong organisational skills, following processes and managing competing deadlines
- Excellent administration skills, able to keep meticulous records with an eye for detail
- Strong research skills
- A creative thinker who has ideas and is keen to share them
- Self-motivated, pro-active and confident finding solutions
- Excellent IT skills and proficient using email and Microsoft Office suite

### DESIRABLE

- Experience of fundraising
- Experience using Salesforce CRM
- Experience working hybrid

To apply please send your CV and a cover letter, no more than two pages about why you are right for this role and why you want to join The Kids Network. Due to the size of the team, we are unfortunately unable to respond to every application.

## **SAFEGUARDING COMMITMENT**

The Kids Network is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be required to go through our safer recruitment processes, including an enhanced DBS check.

## **EQUITY COMMITMENT**

The Kids Network values diversity and inclusion and we have worked to create an application process that is as accessible as possible, however we recognise that there is more we can do especially for applicants who are minoritised in society, have specific accessibility needs and/or experience discrimination. If this is the case we are both happy to discuss better ways to support your candidacy and make this application process as equitable as possible for you.

We are a diverse organisation and welcome everyone, but it is important to note that the intersections of your identity will not increase or affect the amount of labour you are asked to do. If you wish to draw on your own lived experiences that will be both encouraged and supported but it is not nor ever will be a prerequisite of this role. Find out more about our commitment to anti-oppression on our website.