

Community Fundraising Officer - Role Description

Salary	£28,858 per annum
Hours	Full time (37.5 hours per week)
Contract	Permanent employee
Location	London / hybrid (3 days in the office, 2 days at home)
Reports to	Community Fundraising Manager

Purpose

To support and enhance Suicide&Co's community fundraising initiatives by providing exceptional supporter communications and stewardship. This role will also involve supporting the Community Fundraising Team with delivery of key fundraising events, ensuring successful execution and participant engagement.

Activities and responsibilities

- Serve as the primary point of contact for supporter enquiries, providing excellent and proactive guidance, tools, and encouragement to maximise fundraising outcomes.
- Build and maintain strong relationships with community fundraisers through responsive, personalised engagement, keeping an accurate record in the CRM database.
- Support the planning and execution of all Suicide&Co Community Fundraising campaigns and events, delivering tailored communications to our supporters.
- Coordinate with internal teams and external partners effectively to ensure all logistical aspects of events are managed effectively.
- Support the reporting and analysis of community fundraising activities, tracking performance, gathering insights, and using data to inform future strategies and improve supporter engagement.
- Support prospecting activity to help identify new ways to engage supporters and grow our supporter base.
- Support the recruitment, training, and coordination of volunteers for community fundraising events and initiatives.
- Lead on the delivery of welcome packs, T-shirts, and thank-you cards to ensure our fundraisers receive them in a timely manner.
- Track and manage stock for fundraising t shirts and signposting materials.
- Undertake other duties consistent with the role and as directed by line manager and the CEO.
- Maintain a commitment to own personal and professional development.
- Represent Suicide&Co at relevant events as appropriate out of normal office hours. TOIL can be awarded
- Work in accordance with Suicide&Co's mission and values.

Person Specification

We have described below the range of experience, qualifications, knowledge, skills and attributes we are looking for.

Qualifications, experience and knowledge	Essential	Desirable
Experience in community fundraising or a related field	X	
Proven ability to manage multiple projects simultaneously	X	
Strong interpersonal and communication skills	X	
Ability to build and maintain relationships with a diverse range of supporters	X	
Experience in planning and executing community fundraising events		X
Familiarity with content management systems and digital analytics tools	X	
Proficiency in using CRM systems		X
Creative thinking and problem-solving abilities	X	
Knowledge of fundraising regulations and best practices		X
Degree or equivalent qualification in a relevant field		X

This role requires eligibility to work in the UK and a Basic DBS check.