



13 The Courtyard, Sturton St,
Cambridge, CB1 2SN

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Job title	Community Fundraiser
Salary (Annual)	£28,500 (£11,400 pro rata)
Hours	18 hours per week
Contract length	6 months (subject to 3-month probationary period) with a potential to extend. Immediate start.
Reporting to	CEO, Cambridge Women's Resources Centre

Role Summary

Cambridge Women's Resources Center (CWRC) is dedicated to empowering women through education, advocacy, and access to vital resources. We offer a safe and supportive space for women to develop skills, build community, and overcome barriers.

As we prepare for our annual Christmas campaign, we are seeking a proactive Community Fundraiser to help us secure the funding needed to continue our vital work.

This post is for 18 hours a week with flexibility around working pattern and hybrid working.

Key Responsibilities

Christmas Campaign Coordination

- Plan, develop, and execute the annual Christmas fundraising campaign.
- Create compelling messaging and materials to engage potential donors.
- Coordinate with our team to ensure cohesive and effective campaign delivery.
- Track and report on campaign progress, making adjustments as necessary to achieve fundraising goals.

Donor Engagement and Outreach

- Identify and engage potential donors from the public, corporate, and academic sectors.
- Develop and maintain strong relationships with existing donors, ensuring regular communication and recognition of their support.
- Craft tailored proposals and pitches to secure both one-time and regular donations.
- Organise and attend fundraising events and activities to promote the centre and engage with the community.

Regular Giving and High-Value Donors

- Develop strategies to increase the number of regular givers, ensuring steady and reliable income streams.
- Identify and cultivate relationships with high-value donors, including individuals, foundations, and corporations.

- Manage a portfolio of major gift prospects, moving them through the solicitation cycle from identification to stewardship.

Corporate and Academic Partnerships

- Develop and maintain partnerships with local businesses, corporate sponsors, and academic institutions.
- Create opportunities for corporate and academic entities to support CWRC through sponsorships, employee giving programmes, or other philanthropic initiatives.

Administration and Reporting

- Maintain accurate records of all fundraising activities, donor interactions, and financial contributions.
- Provide regular reports to the CEO and Finance Officer on fundraising progress and outcomes.
- Ensure all fundraising activities comply with legal requirements and ethical standards.

Person Specification

Description	Desirable or essential
Experience	
Proven experience in fundraising, particularly in community engagement and donor relations.	Essential
Strong interpersonal and communication skills, with the ability to inspire and motivate.	Essential
Demonstrated success in coordinating fundraising campaigns and securing donations.	Essential
Ability to work independently, manage multiple projects, and meet deadlines.	Essential
Familiarity with fundraising platforms, databases and software.	Desirable
Ability to use social media effectively for fundraising.	Desirable
A passion for women's empowerment and a commitment to the mission of CWRC.	Desirable

Terms and Conditions

Location	Cambridge Women's Resources Centre, 13 The Courtyard, Sturton Street, CB1 2SN Hybrid working
Working pattern	18 hours weekly, core hours to be agreed with successful applicant. CWRC recognises the working challenges women can face due to external responsibilities and are open to discussion of working patterns.
Hours of work	18 per week
Length of appointment	Fixed term for six months
Probation period	3 months
Annual leave	25 days + bank holidays (approx. 16 days pro-rata)
Pension eligibility	Yes

Screening Check Requirements

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it. We will ask to see original paperwork confirming your right to work in the UK.

What can CWRC offer?

CWRC recognises that our staff are our greatest asset. We want to continue to deliver excellent, relevant services for women in Cambridge and beyond by attracting and retaining talented and motivated people. We pride ourselves on being welcoming and supportive workplace where we support our staff to achieve their professional goals.

Equality of Opportunity

We are committed to a proactive approach to equality and diversity, which includes supporting and encouraging all underrepresented groups, promoting an inclusive culture and valuing diversity. We make selection decisions based on personal merit and an objective assessment against the criteria required for the post.

Job Description Review

From time to time, this job description will be reviewed in line with the requirements of the work and organisational development. The post holder will have full opportunity to discuss this and be active in any changes and developments.