

## Job Description

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| <b>Job title</b>                         | <b>Events Fundraising Officer</b>   |
| <b>Reporting to</b>                      | Challenge Events Manager  |
| <b>Location</b> (at home/ office/ mixed) | Hybrid (home-based and, if possible, Alton, Hampshire two days a week)<br>37.5 hours, Monday to Friday 9-5pm (including some evening and weekends)<br><br>Permanent |
| <b>Salary</b>                            | £27,000 - £29,000 (depending on experience)   |

## Role summary and purpose

You will be leading on several of the charity's large events overseeing on the day event logistics, marketing, planning and fundraiser stewardship. All with the aim of increasing potential income from participants.

Outside of specific fundraising projects, you will be responsible for building long term relationships with a wide range of supporters across challenge initiatives alongside third party suppliers. You will be expected to respond to enquiries as they come in and ensuring the best customer experience possible. You will also lend your experience and skills to supporting the wider fundraising plans.

## Key responsibilities

- Lead the planning, management, and execution of various fundraising events from start to finish, ensuring adherence to timelines, budgets and income goals.
- Develop and implement marketing strategies for each event as needed.
- Spearhead long-term strategies for specific areas of responsibility
- Oversee event budgets, managing expenses and revenue targets.
- Ensure exceptional stewardship for all event participants.
- Collaborate with other fundraising teams, providing specialised support and guidance.
- Maintain expertise in event-related health and safety, insurance and delivery logistics.
- Stay updated on emerging trends in the sector.
- Play an active role in annual planning and quarterly forecasting, with accountability for individual event performance.
- Cultivate positive relationships with external suppliers, ensuring contract compliance.
- Evaluate event outcomes and generate comprehensive post-event reports, incorporating insights for future planning.
- Identify sponsorship opportunities to enhance revenue streams.
- Take responsibility for all compliance tasks, including documentation related to health and safety, insurance, and risk management, safeguarding the charity's reputation.

## Person specification

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| <b>Job title:</b> Events Fundraising Officer   |                  |                  |   |
| <b>Education and qualifications</b>  | <b>Essential</b> | <b>Desirable</b> | <b>Measured by</b><br>(Interview, app form, test) |
| Hold a Fundraiser level 3 qualification or equivalent knowledge, skills and experience   |                  | ✓                | Application                                       |
| <b>Knowledge and Experience</b>  | <b>Essential</b> | <b>Desirable</b> | <b>Measured by</b><br>(Interview, app form, test) |
| Experience of working within a fundraising team at a charity   | ✓                |                  | Application                                       |
| Experience of project management   | ✓                |                  | Application                                       |
| Experience working on multiple projects at the same time   | ✓                |                  | Application                                       |
| Experience of working with third-party suppliers and building productive relationships   | ✓                |                  | Application                                       |
| Experience of using Beason or similar database   |                  | ✓                | Application                                       |
| Have led on fundraising campaigns or initiatives within challenge events   |                  | ✓                | Application                                       |
| Thorough knowledge of fundraising regulation and data protection best practice and recording   |                  | ✓                | Application                                       |
| An understanding and knowledge of long term term/chronic health conditions.  |                  | ✓                | Interview   |
| <b>Skills and Competencies</b>   | <b>Essential</b> | <b>Desirable</b> | <b>Measured by</b><br>(Interview, app form, test) |
| Strong communication skills with the ability to build strong working relationships across internal and external stakeholders                 | ✓                |                  | Application                                       |
| Excellent written and verbal skills  | ✓                |                  | Application / interview                           |
| Ability to work to deadlines   | ✓                |                  | Application                                       |
| A self-starter who can plan their own diary and use initiative   | ✓                |                  | Application                                       |
| A 'can-do' attitude, excellent organizational skills, self-motivated and showcases an ability to adapt to changing priorities and timescales | ✓                |                  | Application / interview                           |
| Strong computer literacy skills including MS Office  | ✓                |                  | Application / interview                           |
| Able to work from Alton 2 days per week  |                  | ✓                | Application                                       |