

## Job Description

<b>Job Title:</b> Events Fundraising Officer
<b>Reports to:</b> Challenge Events Manager
<b>Hours:</b> 37.5 hours, Monday to Friday 9-5pm (including some evening and weekends)  Permanent
<b>Location:</b> Hybrid (home-based and Alton, Hampshire two days a week)
<b>Salary:</b> £27,000- £29,000 (depending on experience)
<p><b>Role purpose:</b> You will be leading on a number 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.</p> <p>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.</p>
<p><b>Role context:</b> Kidney Care UK is the leading kidney patient support charity. We have an ambition to engage and support more kidney patients over the next three years. Our fundraising strategy will play an integral role in allowing us to reach more kidney patients than ever before.</p> <p>You will report to the Challenge Event Manager as your direct report.</p> <p>The Fundraising team is part of the Fundraising, Marketing &amp; Communications Directorate, led by the Director of Fundraising, Marketing &amp; Communications.</p> <p>There are no line management responsibilities with this role.</p> <p>The structure of our team is flat – we don’t believe in hierarchies based on job titles. You will have the opportunity to work with and influence everyone in the team, regardless of their seniority.</p>
<b>Core Tasks and Responsibilities</b>
<ul style="list-style-type: none"> <li>• Lead the planning, management, and execution of various fundraising events from start to finish, ensuring adherence to timelines, budgets and income goals.</li> <li>• Develop and implement marketing strategies for each event as needed.</li> <li>• Spearhead long-term strategies for specific areas of responsibility.</li> <li>• Oversee event budgets, managing expenses and revenue targets.</li> <li>• Ensure exceptional stewardship for all event participants.</li> <li>• Collaborate with other fundraising teams, providing specialised support and guidance.</li> <li>• Maintain expertise in event-related health and safety, insurance and delivery logistics.</li> <li>• Stay updated on emerging trends in the sector.</li> <li>• Play an active role in annual planning and quarterly forecasting, with accountability for individual event performance.</li> <li>• Cultivate positive relationships with external suppliers, ensuring contract compliance.</li> <li>• Evaluate event outcomes and generate comprehensive post-event reports, incorporating insights for future planning.</li> <li>• Identify sponsorship opportunities to enhance revenue streams.</li> <li>• Take responsibility for all compliance tasks, including documentation related to health and safety, insurance, and risk management, safeguarding the charity's reputation.</li> </ul>

<b>Person specification</b>		
<b>Competencies: Knowledge, Skills and Experience</b>	<b>Essential / Desirable</b>	<b>How measured</b>
<ul style="list-style-type: none"> <li>• Experience of working within a fundraising team at a charity.</li> </ul>	Essential	Application
<ul style="list-style-type: none"> <li>• Experience of project management.</li> </ul>	Essential	Application
<ul style="list-style-type: none"> <li>• Experience working on multiple projects at the same time.</li> </ul>	Essential	Interview
<ul style="list-style-type: none"> <li>• Experience of working with third-party suppliers and building productive relationships.</li> </ul>	Essential	Interview
<ul style="list-style-type: none"> <li>• Strong communication skills with the ability to build strong working relationships across internal and external stakeholders.</li> </ul>	Essential	Interview
<ul style="list-style-type: none"> <li>• Excellent written and verbal skills.</li> </ul>	Essential	Application/ interview
<ul style="list-style-type: none"> <li>• Ability to work to deadlines.</li> </ul>	Essential	Interview
<ul style="list-style-type: none"> <li>• A self-starter who can plan their own diary and use initiative.</li> </ul>	Essential	Interview
<ul style="list-style-type: none"> <li>• A 'can do' attitude, excellent organisational skills, self-motivated and showcases an ability to adapt to changing priorities and timescales.</li> </ul>	Essential	Interview/ test
<ul style="list-style-type: none"> <li>• Strong Computer literacy skills, including Microsoft Office.</li> </ul>	Essential	Test
<ul style="list-style-type: none"> <li>• Experience of using Beacon or similar databases.</li> </ul>	Desirable	Interview
<ul style="list-style-type: none"> <li>• Have led on a fundraising campaigns or initiatives within challenge events.</li> </ul>	Desirable	Application
<ul style="list-style-type: none"> <li>• Thorough knowledge of fundraising regulations and data protection best practice and recording data.</li> </ul>	Desirable	Interview
<ul style="list-style-type: none"> <li>• An understanding and knowledge of long-term/chronic health conditions.</li> </ul>	Desirable	Interview
<ul style="list-style-type: none"> <li>• Hold a Fundraiser (level 3) qualification or equivalent knowledge, skills and experience.</li> </ul>	Desirable	Application
<ul style="list-style-type: none"> <li>• Able to work from Alton 2 days per week</li> </ul>	Essential	Application

Please note that if you do not match all of our essential criteria but have other relevant experience and skills, please do apply. We would love to hear from you.