

Job Description

Job Title: Events Fundraising Officer
Reports to: Challenge Events Manager
Hours: 37.5 hours, Monday to Friday 9-5pm (including some evening and weekends) Permanent
Location: Hybrid (home-based and Alton, Hampshire two days a week)
Salary: £27,000- £29,000 (depending on experience)
<p>Role purpose: 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>Role context: 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 & Communications Directorate, led by the Director of Fundraising, Marketing & 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>
Core Tasks and Responsibilities
<ul style="list-style-type: none"> • 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	
Competencies: Knowledge, Skills and Experience	Essential / Desirable
<ul style="list-style-type: none"> • Experience of working within a fundraising team at a charity. 	Essential
<ul style="list-style-type: none"> • Experience of project management. 	Essential
<ul style="list-style-type: none"> • Experience working on multiple projects at the same time. 	Essential
<ul style="list-style-type: none"> • Experience of working with third-party suppliers and building productive relationships. 	Essential
<ul style="list-style-type: none"> • Strong communication skills with the ability to build strong working relationships across internal and external stakeholders. 	Essential
<ul style="list-style-type: none"> • Excellent written and verbal skills. 	Essential
<ul style="list-style-type: none"> • Ability to work to deadlines. 	Essential
<ul style="list-style-type: none"> • A self-starter who can plan their own diary and use initiative. 	Essential
<ul style="list-style-type: none"> • A 'can do' attitude, excellent organisational skills, self-motivated and showcases an ability to adapt to changing priorities and timescales. 	Essential
<ul style="list-style-type: none"> • Strong Computer literacy skills, including Microsoft Office. 	Essential
<ul style="list-style-type: none"> • Experience of using Beacon or similar databases. 	Desirable
<ul style="list-style-type: none"> • Have led on a fundraising campaigns or initiatives within challenge events. 	Desirable
<ul style="list-style-type: none"> • Thorough knowledge of fundraising regulations and data protection best practice and recording data. 	Desirable
<ul style="list-style-type: none"> • An understanding and knowledge of long-term/chronic health conditions. 	Desirable
<ul style="list-style-type: none"> • Hold a Fundraiser (level 3) qualification or equivalent knowledge, skills and experience. 	Desirable

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.