



JOB DESCRIPTION

Title: **Community Fundraiser**

Accountable to: **Regional Manager**

Responsible for: **None**

Based: **Home based in area covered by role**

Purpose of position

To deliver volunteer led fundraising within the defined geographic area. Working in close collaboration with service colleagues to inspire and support volunteers as both individuals and groups to raise funds for MHA. This will be achieved through establishing, supporting and overseeing volunteer fundraising groups and individuals, including MHA Circuit reps within the Methodist Church. Utilising MHA's fundraising products, you'll inspire people within the wider local community to raise money in aid of MHA. Through MHA tribute funds and in-memory products you'll sensitively support friends, families and services that wish to raise money in-memory of a loved one.

To build, develop and maintain strong fundraising relationships with both internal and external stakeholders in a defined geographic area. Increasing both profile and engagement with MHA as a fundraising charity.

Whilst this role has a focus on community fundraising activities, it will also act as a champion for engaging supporters in wider fundraising and spotting opportunities.

Deliver excellent donor care and customer service in order to increase income to support MHA in its mission to enable people to live later life well.

Principle responsibilities

1. To establish, develop and maintain strong volunteer led relationships including volunteer fundraising groups resulting in meeting required income targets and other KPIs in a defined geographical area.
2. To build strong collaborative relationships with service delivery colleagues. Increase awareness of the impact fundraising can have and supporting any fundraising they do.
3. Work in collaboration with chaplaincy colleagues to support and inspire engagement, including through fundraising within local faith communities, in particular the Methodist Church.
4. Encourage the take up of MHA's fundraising products, including delivery of pilots within the geographical area and meet set KPI's.
5. Sensitively support those raising money in-memory of a loved one.

6. Work collaboratively to deliver excellent supporter journeys and stewardship. Ensuring all information is accurately recorded on the database.
7. Build relationships with local media and secure PR opportunities locally for fundraising activities.
8. Ensure all supporters undertake fundraising compliantly under the Fundraising Regulator Codes of Practice and within the law.

This is not a complete description of the duties and responsibilities of a Community Fundraising Officer and the post holder is expected to carry out other reasonable duties as required by the Line Manager.

Person Specification

Criteria	Rank	How Identified
Qualifications/Education		
Educated to A level or equivalent fundraising related work	Essential	Application form
Member of and/or Certificate in Fundraising from Institute of Fundraising	Desirable	Application Form
Experience		
Experience of delivering successful community fundraising through volunteer led models.	Essential	Application form + Interview
Experience of building relationships with a variety of stakeholders internal and external with positive financial outcomes.	Essential	Application form + Interview
Demonstrable and sound experience of general office administration, including managing complex processes.	Essential	Application form + Interview
Experience of delivering excellent supporter journeys and/or customer service.	Essential	Application form + Interview
Experience of recruiting and supporting volunteer groups and individuals	Essential	Application form + Interview
Experience of supporting fundraising in-memory of a loved one	Desirable	Application form + Interview
Skills/Knowledge/Abilities		
Excellent communication skills with the ability to communicate with a variety of audiences via a variety of methods (email, phone, in person, etc)	Essential	Interview
Excellent presentation, interpersonal and networking skills.	Essential	Interview
Able to work under own initiative, prioritise workload and ensure deadlines are met.	Essential	Application form + Interview
Awareness of how to motivate volunteers and community fundraising supporters.	Essential	Application form + Interview
Understanding of budgets including budget setting, forecasting and reporting against targets	Desirable	Application form + Interview
Able to work to targets, plans and budgets	Essential	Application form + Interview
Strong IT skills (e.g. word processing, databases and email).	Essential	Application form + Interview
An understanding of faith communities, including specifically the Methodist Church and its importance to community fundraising.	Desirable	Application form + Interview
Knowledge and awareness of Fundraising Regulator Codes of Practice and best practice community fundraising.	Desirable	Application form + Interview

Knowledge of how to use media in fundraising.	Desirable	Application form +
Knowledge of Raiser's Edge, or other supporter database.	Desirable	Application form
Personal Qualities		
Ability to create and maintain effective working relationships with people at all levels.	Essential	Interview
Strong team player.	Essential	Interview
MHA		
Empathy with the values of the organisation.	Essential	Interview
Circumstances		
Ability to travel regularly with occasional overnight stays.	Essential	Interview
Ability to work flexibly outside core working hours	Essential	Interview
Access to transport	Essential	Application form
Valid driving licence and access to a car	Desirable	Application form
Equal Opportunities		
Full commitment to Equal Opportunities and anti-discriminatory working practices.	Essential	Interview
Health & Safety		
To be committed to promoting the highest standards in Health & Safety performance.	Essential	Interview