



Job Description: Community Fundraiser

Reports to: Head of Operations

Role Summary:

The Community Fundraiser will be the key point of contact for individuals, schools, and community groups who want to raise money for Red Sky Foundation. You'll offer hands-on support to fundraisers, manage communications, and help build lasting relationships that result in long-term support for the charity.

Key Responsibilities

Fundraiser Support

- Manage the calendar of community fundraising events and initiatives.
- Liaise with event organisers to ensure they have everything they need to succeed.
- Provide personal, timely support across phone, email, and social media inboxes.
- Ensure accurate records are kept of each fundraiser and event in our CRM.
- Work with the marketing executive to promote events and share success stories.
- Follow up after events to thank fundraisers and gather feedback.

Donation Processing & Administration

- Track and process community donations across fundraising platforms, ensuring accurate recording.
- Maintain up-to-date records in our fundraising database.
- Support accurate reporting on community fundraising income and engagement.

Outreach & Networking

- Represent Red Sky at community events and meetings.
- Develop local relationships to increase visibility and support.
- Build partnerships with schools, clubs and small businesses.

Strategic Support

- Assist the CEO and Head of Operations with major donor approaches, corporate partnerships and grant applications.
- Contribute ideas for new fundraising initiatives and supporter journeys.

RED SKY FOUNDATION

- Supporting the Event Manager at our flagship events and larger participatory events.

Person Specification

Skills and Experience (Essential)

- Excellent relationship-building and interpersonal skills.
- Confident communicator across phone, email and face-to-face.
- Highly organised with drive, vision with the ability to manage multiple priorities, delivering successful outcomes.
- Comfortable using Microsoft Office, CRM and fundraising platforms.
- Self-motivated, proactive, and capable of working independently and as a valuable member of the team.
- Must be proactive, with the ability to spot opportunities and generate ideas to increase fundraising.
- Passion for community engagement and charity work.

Desirable

- Knowledge of the North East community landscape, ideally with a strong network of contacts.
- Confident networker at community and business events.
- Experience working in a resourceful small charity or nonprofit environment.

Why Join Red Sky Foundation?

- Be part of a highly acclaimed charity with a huge heart, making a real positive impact in a period of stratospheric growth.
- Shape and build upon an extensive calendar of community fundraising activity.
- Work in a values-driven, flexible and supportive environment.
- Make your mark helping to save lives and giving hope to families nationwide living with complex heart conditions.

🌀 Ready to apply?

Send your CV and a short covering letter explaining why you're the perfect fit for this role to info@redskyfoundation.com.

Application deadline: 12pm Monday 11th May 2026.