

## Job Statement

**Role:** Community Fundraiser

**Location:** Home-based

**Hours:** Part time – 2.5 days per week

**Contract type:** Permanent.

**Salary:** £14,000 pa

**Reports to:** National Fundraising Manager (NFM)

**Key Relationships:** Fundraising Team, myaware donors and supporters.

**Job Purpose:** To manage and develop myaware's community events and to support in aid of fundraisers. To create and manage corporate and community partnerships, alongside community volunteers, to achieve maximum fundraising income for myaware, working to agreed budget and plans, and assisting with budget and strategy creation when required. Adhere to myaware values in respect of donors, members, suppliers, and internal staff.

## Main Responsibilities

### Fundraising

- Achieve financial targets of unrestricted income according to agreed fundraising plans
- Work with Events Fundraiser to deliver myaware events across the UK, including planning, promotion, on-the-day management, thanking and evaluation.
- Research, build and maintain long-lasting community and corporate partnerships.
- Actively seek out opportunities to talk (ideally online) about the work of myaware to a variety of community audiences and ages from presentations to short thank you speeches.
- Identify opportunities and supporters in the community that could also benefit/support wider income streams e.g. Events, Appeals.
- Thank and steward in aid of fundraisers who donate or set up pages via myaware website and other fundraising platforms (e.g. JustGiving, Facebook) according to internal processes.
- Work with colleagues on design of promotional community event items, including social media graphics, web pages and fundraising packs.
- Creation and maintenance of quarterly community and corporate e-news, working with colleagues to obtain case studies and showcase updates of the charity's work.
- Thank and steward corporate and community donors who come via the myaware website and other donation platforms.
- Research new community events to add to the myaware portfolio and report back to NFM for review.

- Manage community fundraising volunteers and community fundraising groups. To include group collections in the community and static collection tins placed in the community.
- Annual review of fundraising web pages relating to community and corporate fundraising.
- End of year review of community initiatives including achievement of financial targets, return on investment, and viability for future years.
- Share any relevant information with colleagues to increase income across the charity.

### **CRM Database**

- Creation of new people and organisation records.
- Update people and organisation records.
- Record all supporter and supplier correspondence in line with internal procedures.
- Post income according to income coding and follow up with 'thank you' letters in accordance with agreed procedures.
- Work with Individual Giving Fundraiser to create and maintain Supporter Journeys for Corporate Partners and In Aid of Fundraisers.
- Upload event risk assessments to CRM system.

### **Planning and Administration**

- Provide regular telephone updates and monthly written reports to the NFM.
- Agree all fundraising expenditure with the NFM prior to committing the charity and submit regular expense claims for costs incurred.
- Assist with annual budget planning and strategy creation when required.
- Work in co-operation with all myaware colleagues to deliver agreed fundraising and awareness campaigns.
- Attend appropriate training as identified with NFM.
- Effectively manage leave through online system.
- Commitment to working flexibly when required.

### **Health & Safety**

- Adhere to all stated policies relating to health and safety.
- Adhere to procedures relating to the proper use and care of equipment.
- Undertake risk assessment prior to events (whether organised by or supported by the charity).

- For events organised or supported by the charity provide insurance details to Office Manager at least two months before the date of the event.

### Other

- Attend biannual all staff face to face team meetings.
- Attend regular fundraising online team meetings.
- Apply myaware's 'Values' to every aspect of the role and all communications both internal and external.
- Always ensure confidentiality, only releasing confidential or personalised information externally with consent from a line manager.
- Comply with the requirements of the General Data Protection Regulation to ensure integrity and security of myaware's information.
- Always remain vigilant to any safeguarding concerns within day-to-day performance of your job role to ensure our statutory and organisational responsibilities are met in respect of safeguarding children and vulnerable adults.
- Ensure that all members, colleagues, and external contacts are treated as individuals within myaware's diversity and equality framework.
- Ensure that you take responsibility for self-development and learning within your role.
- Undertake any other duties that are reasonable and are commensurate with the role.

### Person specification for role of Community Fundraiser

**Assessed via: A – application, I – Interview, P - Presentation**

Attributes	Essential	Desirable
<b>Qualifications/Experience</b>	<ul style="list-style-type: none"> <li>• Educated to A Level standard or equivalent. (A)</li> <li>• Minimum of 1 year experience gained in a fundraising role within a charity with demonstrable experience of reaching new audiences and wider networks to develop new ideas for community involvement with innovative formats (A,I &amp;P)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience within a Community Fundraising role for charity. (A)</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience of working with and managing volunteers. (I)</li> </ul>	
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills, both verbal and written (A &amp;P)</li> <li>• Proficient in the use of Microsoft Office programs, i.e., Outlook, Word, Excel. (I)</li> <li>• Experience of using a work-related database or CRM system. (I)</li> <li>• Excellent organisational and logistical skills. (I)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Raiser's Edge CRM. (I)</li> <li>• Knowledge of budgets and targets (I)</li> <li>• Knowledge of GDPR. (I)</li> <li>• Knowledge of social media platforms (I)</li> </ul>
<b>Attitude</b>	<ul style="list-style-type: none"> <li>• Resilient, Enthusiastic and Outcome focused with an ability to plan, prioritise, and use own initiative. (A&amp;I)</li> <li>• Personal warmth and the ability to build successful relationships. (I)</li> <li>• Flexible and able to adapt to shifting priorities. (A&amp;I)</li> <li>• Professional approach to successfully interact with internal and external stakeholders. (I)</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake training and personal development. (I)</li> <li>• Recognises the importance of wellbeing in self and others. (I)</li> </ul>	A full UK driving licence and access to a vehicle insured for business use. (I)

	<ul style="list-style-type: none"><li>• Flexibility to work evenings and weekends if required. (I)</li></ul>	
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## Organisation Values

### Passion



We undertake all of our tasks with passion, dedication and diligence to ensure that all interactions are positive, solution focused and handled with care.

### Respect



We seek to be compassionate listeners and celebrate both individual and collective achievements. We are committed to promoting inclusion and equality across all communities, positively embracing diversity and difference, striving to reach everyone.

### Collaboration



We endeavour to secure the best outcome for our stakeholders by working empathetically, positively and efficiently. Building trust, providing clarity and taking accountability.

### Integrity



We are open and honest in our communication and take responsibility to ensure we are consistent, truthful and transparent in all our interactions. We are dedicated to providing the highest quality of care in everything we do, say and provide to others.

### Sustainability



We nurture, develop and future proof our organisational resources and pledge to be consistently efficient and mindful of the impact of our operation on the world's resources.