

## Job Statement

**Role:** Events Fundraiser

**Location:** Home-based

**Hours:** Full Time – 37.5 hours per week

**Contract type:** Permanent

**Salary:** £30,000 to £32,000 pa (depending on experience)

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

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

**Job Purpose:** To manage and develop Myaware's events portfolio and to support in aid of fundraisers. To manage fundraising volunteers and volunteer fundraising groups, to achieve maximum fundraising income for myaware, 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
- Deliver Myaware events across the UK, including planning, promotion, on-the-day management, thanking and evaluation.
- 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.
- Create and manage application processes for myaware charity places in third party events e.g. London Marathon, Great North Run, Ride London.
- Work with colleagues on design of promotional event items, including social media graphics, web pages and fundraising packs.
- Research new events to add to the myaware portfolio and report back to NFM for review.
- Manage community fundraising volunteers and community fundraising groups.
- Annual review of fundraising web pages relating to events.
- End of year review of events 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 Eventers.
- 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.
- This role will require an Enhanced DBS Check

## **Other**

- Attend biannual whole organisation face to face meetings.
- Attend regular fundraising online team meetings.
- Attend monthly whole organisation online 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 Events 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>• Experienced Events Fundraiser with demonstrable experience of income growth and the ability to meet and exceed income targets. (A,I &amp;P)</li> <li>• Experience of working with and managing volunteers. (I)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in creating and maintaining Supporter Journeys (A)</li> </ul>

<p><b>Knowledge and Skills</b></p>	<ul style="list-style-type: none"> <li>• Excellent communication skills, both verbal and written (A)</li> <li>• Proficient in the use of Microsoft Office programs, i.e., Outlook, Word, Excel. (I)</li> <li>• Demonstrable experience of planning, monitoring, and implementing events/initiatives to agreed deadlines. (A, I &amp;P)</li> <li>• Experience of using a work-related database or CRM system. (I)</li> <li>• Excellent organisational skills. (I)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Raiser’s Edge CRM. (I)</li> <li>• Experience of delivering successful fundraising events. (I &amp;P)</li> <li>• Ability to research and make a business case (and budget for) introduction of new activities. (I)</li> </ul>
<p><b>Attitude</b></p>	<ul style="list-style-type: none"> <li>• Flexible, Enthusiastic and Outcome focused with an ability to act on own initiative. (A&amp;I)</li> <li>• Ability to remain calm in challenging situations. (I)</li> <li>• Professional approach to successfully interact with internal and external stakeholders (I)</li> </ul>	
<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>• Willingness to undertake training and personal development. (I)</li> <li>• Flexibility to work evenings and weekends if required (I)</li> <li>• A full UK driving licence and access to a vehicle insured for business use. (I)</li> </ul>	

## 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.