



Fundraising Coordinator

Job Description

Job Title: Fundraising Coordinator

Salary: £25,000 - £27,000

Benefits include:

- Generous annual leave
- Paid sick leave
- Enhanced family-friendly leave
- Compassionate and emergency leave
- Pension scheme
- Life insurance policy
- Employment Assistance Programme
- Access to vouchers and discounts
- Monthly wellbeing allowance
- Access to extensive training opportunities
- Reasonable flexible and hybrid working

Reports to: Fundraising Manager

Location: Oxford

Reasonable flexible working will be supported and some working from home is possible. Travel throughout Oxfordshire will be required.

Hours of work: 37.5 hours per week

Occasionally evening and weekend work may be required for which time off in lieu will be given.

Please read our accompanying recruitment pack for more information about working at Oxfordshire Youth, including our approach to diversity and inclusion through recruitment

Closing date for applications: 31st July 2024

Interviews to be held: 13th August 2024

To apply, please send a copy of your CV accompanied by a covering letter to recruitment@oxfordshireyouth.org

alternatively, visit <https://oxfordshireyouth.org/engage/work-with-us/> for more information.

July 2024

Job context and purpose

We are looking for a compassionate and creative human to become an essential part of our Fundraising team, supporting us in achieving our fundraising strategy and financial targets. They will be passionate about building trusting and meaningful relationships which generate and grow income and committed to telling the story of how youth work changes lives.

Our work is intentional and impactful, and you will need to be confident working and communicating with a lot of people and a lot of different kinds of people. Being self-aware and emotionally attuned will help with this.

Fundraising is human oriented and often reactive. We enjoy a high degree of flexibility and variety in our work. You will have projects of your own to manage autonomously, and regular space to voice what work you would most like to be involved with. Therefore, we are looking for someone with great time management and problem solving skills.

As a team we are excited about our work. Sometimes we have crunch periods, and we need someone who is willing to roll up their sleeves and be proactive and accountable, however we do not typically work over our contracted hours. We deeply value work life balance and support all members of the team to feel fulfilled in their role and ensure that their life outside of work is equally a priority. Time off in lieu will be arranged for any evening or weekend work and we expect and plan for all members of the team to fully utilise and enjoy their annual leave.

Excellent work in this role looks like work that is aligned with our strategic objectives, well prioritised, communicated to the necessary people, and includes time to learn and train. We will value and celebrate your creativity, the care and pride that you take in your work, and how you remain balanced in the workplace.

The Fundraising and Communications Team, which includes marketing, communications, and content generation functions, works across the entire organisation and is led by our Director of Fundraising and Communications and Deputy CEO who has two decades of experience in the voluntary sector and is an energising and kind figure. Our team is committed to role-modelling to ourselves, each other, and young people the very best versions of ourselves and the very best work that we can deliver, which creates positive outcomes for young people.

This is a great opportunity to work across a wide range of fundraising projects within a group that values the contributions, ideas, and wellbeing of each member of our team.

Responsibilities & objectives

- To develop into an essential point of contact for Oxfordshire Youth's fundraising function and Fundraising and Communications team
 - Building relationships with a wide variety of internal and external stakeholders
 - A strong story teller able to communicate passionately and persuasively in writing, verbally, via reports, and presentations
 - Collaborate with marketing, communications, youth led content, Youth Development and YPSA programme leads
 - Exercise good judgement
 - Be comfortable talking about money and handling sensitive information and situations with discretion

- To increase the efficiency and accuracy of Oxfordshire Youth’s donor stewardship capabilities
 - Collaborating on improvements to administrative systems, operations, processes, and policies
 - Taking ownership of ensuring that pledges, donations, payments, gift aid, thanking messages, impact statements, and other touchpoints are actioned and recorded in a detail oriented, thorough, reliable, and timely fashion

- Successfully manage a mixed fundraising portfolio, with training and support given as required
 - Oversee pipeline of smaller trust and grant applications valued at up to £15,000 each
 - Community fundraising
 - Individual giving
 - In-kind donations
 - Support the Fundraising Manager in implementing Oxfordshire Youth’s corporate fundraising strategy
 - Feed in to target setting and opportunity and risk assessments
 - In time, meet and exceed your individual fundraising targets

- Support the delivery of donor-centred events in conjunction with the Fundraising Manager and our Events team, for example:
 - Private dinners
 - Challenge events like the Oxford Half Marathon
 - Connecting young people with positive activities made possible by our kind partners and donors such as trips to Blenheim Palace and the Cotswold Wildlife Park

Our Culture

Everyone at Oxfordshire Youth agrees to:

- Attend meetings reliably and participate fully, including being an active listener
- Ensure that all work is carried out in accordance with Oxfordshire Youth’s guidelines, policies, and procedures
- Undergo training that will enable personal and professional development
- Undertake any other relevant duty related to the further development, promotion, and sustainability of the organisation as set forth by your Line Manager and/or Senior Leadership Team
- Represent Oxfordshire Youth in a professional and appropriate manner at all times including considering punctuality, personal appearance and boundaries, and equity, diversity, and inclusion of all opportunities.

Safeguarding

- Understanding that safeguarding children, young people, and adults is everyone’s responsibility. You will have access to training and supervision appropriate to the Fundraising Coordinator role (including undertaking a DBS check).
- To ensure concerns from young people are responded to appropriately in line with Oxfordshire Youth’s policies and procedures

This job description is subject to amendment following discussion with the post holder.

Specific tasks and duties will be shared at the interview and during the induction process

What we are looking for

We will ensure that you have opportunities for learning and development in the form of mentorship by the Fundraising Manager combined with training in a wide range of areas relevant to your role. This will enable us to create a shared vision and a clear plan for your trajectory within Oxfordshire Youth.

- Good computer and administrative skills and working knowledge of Word and Excel
- Working knowledge of cloud based systems like Google Drive and Microsoft Teams
- Previous experience of working with CRMs / databases - we use Beacon
- Good at relationship building and enjoys making and strengthening connections
- Comfortable with change, flexible and able to display good judgement about when and how to adapt
- Consistently able to be kind, steady, and reliable, making space for innovation and fun

Other desirable skills

- Previous experience working in an office team
- Experience of minute taking
- Working knowledge of PowerPoint
- Working knowledge of Monday.com or similar project management tool
- Experience using MailChimp or other email marketing tool
- Experience using Canva or other design tools
- Working knowledge of GDPR
- Networking experience in a professional context
- Professional event experience
- Driving licence and access to own vehicle would be helpful

Join us and make an impact!

Youth work is life changing and we are an essential part of high quality youth work and youth work practices; we are generating better outcomes for young people and better access to support services by our strategic and cross-sector partnerships; and we are creating a future in which more and more young people in our community are empowered, respected, and valued.