

Regional Community Fundraiser – Sussex

About the role

Job title:	Regional Community Fundraiser – Sussex
Reports to:	Head of Public Fundraising
Location:	Home-based role covering Sussex with regular travel across the region.
Hours:	20 hours a week with a minimum of one monthly meeting in our East Molesey office. Evening and weekend work is part of this role for which time off in lieu is given.
Travel:	Regular travel across East and West Sussex, with mileage and agreed expenses reimbursed.
Salary:	£27,000 - £32,000 FTE, pro rata, depending on experience

About us

We support children and families when they need us most, helping to create moments of care, connection and practical support. Income raised in local communities plays a vital role in making this work possible, and this role will help us build a stronger, more visible presence across Sussex.

Role overview

This is a flexible, relationship-led role for someone who loves being out in the community, opening doors, inspiring supporters and turning local goodwill into long-term income to support seriously ill children and their families.

We are looking for an ambitious, energetic and relationship-focused Regional Community Fundraiser to join our fundraising team and grow sustainable support across Sussex. Working from home and spending significant time within your region, you will act as the face of the charity locally, engaging individuals, community groups, schools, local businesses and volunteers.

You will manage and grow a portfolio of supporters, providing excellent stewardship and building long-term relationships that increase engagement and income. You will contribute to the delivery of an annual community fundraising target of approximately £250k, with clear regional objectives agreed as part of the annual fundraising plan.

Key responsibilities

- Proactively recruit supporters and community groups to fundraise for us, inspiring and leading these networks to generate sustainable income.
- Working closely with our Volunteer Coordinator, develop and grow a network of Volunteer Fundraising Champions who will represent the charity in their local communities, helping to deliver fundraising activities, raise awareness and build sustainable supporter networks.
- Manage a portfolio of regional donors and supporters, ensuring excellent stewardship and long-term engagement to maximise their fundraising potential.
- Monitor and report weekly on income, volunteer recruitment, events and activities in your region.

- Deliver presentations and pitches to schools, community organisations such as Rotary clubs and small local businesses.
- Work with colleagues in fundraising and marketing to promote fundraising products and campaigns, encouraging local supporters to take part and providing excellent stewardship to those who sign up.
- Maintain accurate records using our CRM Salesforce.
- Ensure all activities comply with fundraising regulations, organisational policies and GDPR requirements.
- The above list is not exhaustive, and duties and tasks may develop alongside the needs of the organisation.

Person specification

Essential

- Experience in fundraising, sales, account management, community engagement, events, volunteering, local partnerships or another relationship-led income-generating role.
- Self-motivated, independent and target driven.
- Natural confidence in talking to people and encouraging their support.
- Excellent communication and relationship-building skills.
- Ability to work independently and manage competing priorities.
- Strong organisational and time-management skills.
- Full clean driving licence with access to a car, and willingness to travel regularly across Sussex.

Desirable

- Experience in community or regional fundraising.
- Experience recruiting and managing volunteers.
- Experience managing fundraising income targets and budgets.
- Experience delivering presentations and public speaking.
- Knowledge of Salesforce or similar CRM systems.

Benefits and support

- Flexible, home-based working with regular contact and support from the wider fundraising team.
- Time off in lieu for agreed evening and weekend work.
- Mileage and agreed expenses reimbursed.
- Equipment, induction and ongoing training provided.
- Enhanced annual leave plus long service award.
- Employee Assistance Programme which includes access to wellbeing support as well as family and legal advice.

About Momentum Children's Charity

We support families across London, Surrey, and Sussex whose children are facing cancer, a life-challenging condition or those facing the heartbreak of the death of their child. We're there whatever the outcome, for as long as needed, so that no family has to cope alone.

The charity was founded in 2004 by our now Founder and Honorary President and has grown enormously over that time. We currently have partnerships with eight hospitals who refer families to us for our support, which ranges from therapies and counselling, to respite holidays and special family experiences.

We're on a mission to help many more families with seriously ill children to know that they are not alone, and we'll need brilliant and talented people to share our ambition and make it happen.

Our values

We strive to create an amazing workplace for all, one where every single employee feels valued, heard, inspired, and supported. As part of this, we have five core values which not only help to set the framework for the work we do supporting families but also paves the way for how we work as a team.

We are personal

We know that every employee's home life is different and that for everyone, a work/life balance is key, which is why we'll work with you to find the hours and days that fit with you. We celebrate individualism, welcome ideas and will support every employee with any training they might need to grow and build confidence in their role.

We are impactful

Our whole team shares a passion to make a difference. We all work closely together, which means every employee can see firsthand the difference we make – week in, week out – making it an inspiring and rewarding place to be. What's more, through collaborative working and a multi-disciplinary approach to mapping out our strategy and looking ahead, we can all play a part in helping drive the charity forward in the way that will be most impactful.

We are adaptable

We're a close-knit, adaptable team with big ambition. Because we're responsive and open, we can quickly learn from what works – and what doesn't – making changes when they're needed to help us grow and reach bold new goals. We're not afraid to try new ideas, no matter where they come from, and we're always up for thinking differently. So, whether you've got a brilliant idea for a new service or a better way to run team meetings, we're all ears.

We are trustworthy

Being approachable, open, and honest is hugely important to us and allows us to build strong relationships with our families, supporters, and volunteers, to help us

build a strong and committed team together. We're transparent about the work we do and how we spend our funds, and always do what we say we will, helping each other out along the way.

We are inclusive

We apply our policy of inclusivity, equality, and diversity across all aspects of our work. We believe that a diverse mix of backgrounds and experiences helps to create a productive work environment by bringing a variety of perspectives and ideas to the table, and we're dedicated to providing equality of opportunity in recruitment, promotion, training, pay, and benefits.

We recognise that we're a predominantly white workforce and are genuinely committed to encouraging applications from diverse communities to improve the service we provide to the children and families we support.

We're not just searching for skills but also how a candidate could uphold our values and enhance our culture, therefore, even if you don't think you meet the skills criteria listed in our job descriptions, we'd still like to hear from you.

Safeguarding

Safeguarding children is everyone's responsibility.

All children and young people linked with Momentum Children's Charity, wherever they are, whoever they are with, whatever they are doing, have the right to protection from neglect, physical, emotional, and sexual abuse.

All members of the public, as well as professionals, have a responsibility for the protection of children and reporting concerns about a child's welfare or safety.

Momentum Children's Charity ensures statutory requirements concerning Disclosure and Barring Service checks are met, maintains an up-to-date Safeguarding policy and procedures, and provides safeguarding training to all staff and volunteers.

All Momentum Children's Charity staff and volunteers who come into contact with the children, young people and their families will:

- Be able to identify potential indicators of abuse or neglect
- Have read the Safeguarding Policy
- Know their role and responsibilities within their team
- Know how to communicate and record concerns
- Know to act upon concerns in line with the principles and procedures for local child protection management and Working Together to Safeguard Children.

Therefore, all children and young people in contact with Momentum Children's Charity will:

- Be treated with respect and afforded full civil and legal rights
- Be listened to and taken seriously, whatever their level of development or communication
- Be given time to do things for themselves, to understand and be understood

- Be involved in decisions that affect them
- Have their privacy respected at all times and in all places
- Have a right to confidentiality – all information about them will be treated carefully, be kept safe and only shared with those people who need to know.

The wellbeing of a child is the paramount consideration in all circumstances.

Any offer of employment will be subject to Disclosure & Barring Service (DBS) check prior to employment start date.

The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

How to apply

Complete our online job application form. In line with Safer Recruitment practices, we ask that applicants include a full employment history and are happy to discuss any gaps in that history if selected for interview.

Applications will be reviewed as received and interviews will be conducted throughout the recruitment period. Due to the high volume of applications, we may not be able to provide individual responses to all applicants.

Please note that we are unable to provide sponsorship. Applicants must possess the necessary 'right to work' eligibility in the UK.