



Greville House
10 Jury Street
Warwick
CV34 4EW

www.panspandasuk.org

Charity No: England – 1178484 | Scotland - SC053206

ROLE DESCRIPTION – COMMUNITY FUNDRAISER

Job Title:	Community Fundraiser
Reporting to:	Office Manager
Location:	Home based
Hours:	Part time - 18 hours
Terms:	Permanent contract
Salary:	£12,902.40 (FTE £26,880)
Annual Leave:	28 days pro rata (inclusive of bank holidays)
Normal working week:	37.5 hours

What we can offer you:

- Flexible, remote working from home.
- A positive and friendly staff culture.
- Annual in-person meet-ups as a team.
- Option to discuss and set your own regular working hours.
- The opportunity to make a difference to a growing charity and a large, engaged community.
- Organisation wide shut down at Christmas in addition to your holiday entitlement

ABOUT US

PANS and PANDAS are complex neuro-psychiatric conditions which are frequently misunderstood and misdiagnosed. PANS PANDAS UK are the only charity in the UK working to improve outcomes and ensure brighter futures for people affected by PANS and PANDAS.

We provide support and information to families, and work tirelessly to inform medical practice, raise awareness, engage with medical, social work and educational professionals, and much more.

We're a small team based at home in various UK location. We keep in touch frequently online and have a warm, supportive and positive culture.

OVERALL PURPOSE

Are you passionate about helping people to do great things? Do you get a kick out of someone else's joy as they reach their fundraising target? Are you an excellent communicator online and on the phone?

We are looking for our first permanent Community Fundraiser to develop our fundraising ambitions and work with our community. This is a varied and interesting role which will give you the opportunity to see your impact first-hand as you'll be interacting daily with people whose lives are affected by PANS or PANDAS.

Our small community means that our fundraisers tend to be PANS and PANDAS patients and their families. We are passionate about creating opportunities for our community to support us in ways that create joy in their own lives.

Our fundraising should help tackle the isolation and other difficulties that are faced by those living with a complex and misunderstood condition. You will also provide logistical and project management support on fundraising events.

KEY RESPONSIBILITIES

- Developing a clear and sustainable fundraising strategy.
- Support the transfer of historic fundraising data from Donorfy to Beacon CRM packages.
- Ensuring all donor and fundraising data is recorded on our CRM package.
- Manage community fundraising, building relationships with individual donors, and identifying major donors.
- Supporting and helping fundraisers to maximise their potential.
- Manage corporate relationships and support with any corporate fundraising activities.
- Being an excellent steward, and ensuring every fundraiser and donor is thanked appropriately.
- Coordination of any materials needed by fundraisers including the creation of an online fundraising pack.
- Run two annual fundraising campaigns – The Big Give Christmas Challenge and the 'Challenge for PANS PANDAS UK'
- Identify potential areas for growth of fundraising.
- Work with our Community Team to plan communications to go to our supporters and think of new and interesting ways to engage them.
- Maintain fundraising platforms such as JustGiving, Paypal, Enthuse, etc.
- Provide quarterly and post-campaign fundraising reports and updates
- Work with Grants and Trusts lead to offer support with applications
- Ensure all fundraising activities are GDPR compliant
- Support and co-ordinate fundraising volunteers
- Where possible and appropriate, attend larger community led fundraising events to offer support and excellent stewardship

SKILLS REQUIREMENTS

- Knowledge of Beacon (CRM) or a very strong understanding of other fundraising CRM packages.
- 2 years' experience of community fundraising within a small charity.
- A fun, warm and friendly approach.
- A strong work ethic.
- To enjoy communication and building relationships.

The purpose of this job description is to focus attention on the most important aspects of the role, it is not intended to be a complete list of the duties and may require flexibility and change.