

Individual Giving Fundraiser



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This role offers a great opportunity for a **talented and enthusiastic Individual Giving Fundraiser** to join Romsey Mill's Fundraising & Communications Team and play their part in helping to make **our vision of a transformed society**, where all young people, children and families fully belong, positively contribute and thrive, a reality.

We are looking to appoint someone with a **good track record of developing and running activities** and campaigns and appeals to raise funds from individual donors; who is **experienced and excited about data management of donor records** and using fundraising systems. The post-holder will have a **practical understanding of GDPR and data protection regulations**.



The post-holder will coordinate and carry out fundraising activities to **raise unrestricted voluntary funds** from individual donors, both one-off and regular giving; **develop effective campaigns** to grow income from regular donors, across the areas of Romsey Mill's work; **deliver fundraising appeals** (e.g. annual Christmas Appeal) helping to plan communications, create timelines and monitor progress; conduct activities related to **the supporter journey** (e.g. thanking and banking, follow-ups, additions to mailing cycles etc.); **and lead on data management of donor records** through the use of Romsey Mill's CRM systems (e.g. Donorfy), including claiming Gift-Aid.

The post-holder will work collaboratively with other members of the Fundraising and Communications Team, and Romsey Mill's programme teams that engage with young people and families, to help them experience transformation in their lives.

Romsey Mill

Who we are

Romsey Mill (romseymill.org) is a charity creating opportunities with young people, families and local communities across Cambridgeshire and in Peterborough.

Starting as a community initiative established by local churches in 1980, and now existing as a charitable company, Romsey Mill is alongside families with children in their early years, teenage mothers and young fathers, children and young people experiencing multiple life challenges. We grow positive relationships, develop engaging activities, provide practical and emotional support, enable learning and skills progression, promote inclusion and well-being. We do all this as an expression of Christian faith in action working in partnership with a diversity of groups and organisations. Our staff team is comprised of 64 employees: 22 full-time and 42 part-time and sessional, with a full-time-equivalent of 33 staff members.

Romsey Mill has been serving local people, places, groups and organisations in Cambridgeshire for 44 years; across our different areas of work Romsey Mill supports over 2,300 individuals each year.

Romsey Mill Registered Charity number: 1069905



Our Vision and Values

Romsey Mill's vision is of a transformed society where all young people, children, and families fully belong, positively contribute, and thrive. Working to make this vision a reality, the mission and intent of Romsey Mill is to create opportunities with young people, children, families and communities to overcome disadvantage, promote inclusion and develop personal, social, and spiritual wellbeing.

Romsey Mill's vision for the future, and purpose in the present, continue to be inspired by beliefs and values shaped by the Christian faith. We work openly and inclusively with people of any faith and of none.

KEY TASKS AND RESPONSIBILITIES

Working as part of the Fundraising and Communications Team the post holder will contribute to help secure and grow income for Romsey Mill (current overall income target for Romsey Mill in 2024-25: £1.7m per annum).

In particular, the post-holder will be responsible for:

- Encouraging and enabling **individual supporters to partner with Romsey Mill**, through one off and regular donations.
- **Developing and delivering campaigns and appeals** (e.g. annual Christmas Appeal) to raise profile and develop the supporter base; and grow income to support Romsey Mill's work through one-off and regular donations.
- **Maintaining individual donor records** on Romsey Mill's CRM/Fundraising system (i.e. Donorfy) to capture information about contact details and communication preferences, donations, Gift-Aid certification; and ensuring timely and accurate submission of Gift-Aid claims for individual and Charity Shop donations.
- Developing the use of **management information systems and donor database** to improve the effectiveness of fundraising work and contribute to the recording and monitoring of fundraising activities and outcomes through the CRM/Fundraising system (e.g. Donorfy) and report to the Fundraising and Communications Manager on achievements.
- Supporting the Fundraising and Communications Team's direct unrestricted fundraising activities, (e.g. team sponsorship challenges, events and specific campaigns) through **regular E-news and alerts** to supporters; and developing use of registration and donation forms from the CRM system on the Romsey Mill website.

Person Specification

Criteria	Essential	Desirable
Education and Qualifications		
<ul style="list-style-type: none"> • Very good general education with Level 3 qualifications (e.g. A-levels, Diploma) including GCSEs (or equivalent) at Level 2 or above in English and Maths. • Fundraising qualification. • A degree or equivalent professional qualification (Level 6) 	✓	✓ ✓
Experience and Skills		
<ul style="list-style-type: none"> • At least two years' experience in a fundraising role within the voluntary & community or education sector. • Good experience of operating and managing fundraising CRM database systems (eg Donorfy; Raiser's Edge; Salesforce) • Proficient in using ICT including Office 365 Applications (including Excel for data preparation and mail merge; and Word), Internet research tools, video conferencing. • Experience with email software (e.g. Mailchimp; Dot Digital). • Good writing skills - experienced in producing inspiring fundraising materials (e.g. campaign materials; email newsletters; web articles; thank you letters and other correspondence). • Excellent interpersonal communication, influencing skills. • Highly organised, able to plan and prioritise workload within a context of multiple demands. • Ability to engage and maintain interest through various media including social media. • Practical experience and knowledge of GDPR and Data Protection. • Good general skills in producing print and digital communications. • Good knowledge and experience of processing Gift-Aid claims. • Experience of engaging effectively with the media. • Understanding of the needs related to work with children, young people and families. • Some prior knowledge and understanding of Romsey Mill. • Good local knowledge of Cambridge and the surrounding area. 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓
Attributes		
<ul style="list-style-type: none"> • Confident and articulate; able to communicate effectively with people from a range of backgrounds. • Passionate about social justice, community development, supporting young people & families. • Able to contribute positively to the distinctive and inclusive aims, ethos and values of Romsey Mill. • Excited about improving adoption and enthusing others about the benefits of data and systems to support fundraising. • Aptitude to operate effectively as part of a team and under own initiative. • Positive, creative, honest, reliable, committed and hard-working. • Some flexibility over hours of work when needed. 	✓ ✓ ✓ ✓ ✓ ✓ ✓	

Terms of Employment

This is a full-time role (37.5 hpw). Part-time working could be considered.

Location: Romsey Mill Centre, Cambridge (hybrid considered)

Contract: Permanent

Salary: £28,282 - £31,364

(a higher salary point considered for exceptional candidate)

Leave: 25 days pro rata annual holiday plus public holidays

(with further increases based on length of service)

Pension: Qualifying Workplace Pension under auto-enrolment

Training: In-service training and other development opportunities



How to Apply

You can apply for the role using the online application from at <http://www.romseymill.org/work-for-us>.

Completed application form, with covering letter and monitoring form, should be submitted by **midday on Wednesday 24th 2024** to Diane Hicks either by email: diane.hicks@romseymill.org or by post: Romsey Mill Centre, Hemingford Road, Cambridge CB1 3BZ.

The interview day will be: **Wednesday 31st July 2024**

For any enquiries or to arrange an informal conversation about the role, please contact Neil Thompson, Romsey Mill's Fundraising and Communications Manager, email: neil.thompson@romseymill.org or call: 01223 213162.



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ROMSEY MILL
Creating opportunities with young people and families

