

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Senior Special Events Fundraiser
<b>STATUS:</b>	Full Time Fixed Term Maternity cover for 12 months due to start early September 2024
<b>HOURS:</b>	9-5pm  35 hours per week (JDRF operates a flexible working policy)  Some out of standard business hours work may be required, including weekends and evening work to facilitate events.
<b>SALARY:</b>	£36,400 per annum
<b>HOLIDAY:</b>	25 days plus statutory holidays
<b>LOCATION:</b>	Hybrid working part London Office (Islington, London) part home work  The post holder will work a minimum of one day a week in the office
<b>TEAM:</b>	High-Value Partnerships within the Fundraising and Engagement Directorate
<b>REPORTS TO:</b>	Head of Special Events
<b>DIRECT REPORTS:</b>	None
<b>KEY INTERNAL RELATIONSHIPS:</b>	Director of Fundraising and Engagement, Deputy Director of Fundraising (High-value), Head of Philanthropy, Philanthropy Manager, Corporate Partnerships Manager, Marketing & Communications team, Data Team and Finance.
<b>KEY EXTERNAL RELATIONSHIPS:</b>	Senior Volunteer Committees, Special Event supporters and volunteers, Major Donor Patrons and Prospects, and other key volunteers, celebrities, suppliers



JDRF is the type 1 diabetes charity, improving lives until we find the cure. We fund research to cure, treat and prevent type 1 diabetes. We also provide information for children and adults living with the condition at all stages, from diagnosis and beyond. We give a voice to people with type 1 diabetes and campaign for increased focus on, and funding for, research to find the cure.

We want our employees to be committed and prepared to go the extra mile to assist us in finding the cure for type 1. Whatever your role is within JDRF you can be guaranteed that your work will always be rewarding. Get involved and use your skills to help JDRF find the cure for type 1.

## **PURPOSE OF THE ROLE**

To support the Head of Special Events in developing and implementing JDRF's Special Events strategy.

To take responsibility for the operational management and delivery of agreed Special Events to ensure the success of events, meeting income targets and keeping within expenditure budgets.

To collaborate with other teams such as Philanthropy, Corporate Partnerships and External Affairs to support or deliver income generation and/or cultivation events.

To be responsible for identifying and developing new initiatives and developing business cases as required. Keep up to date with the fundraising market, identifying trends and competitor activity and regularly research potential third-party or supporter-led fundraising events and other charity projects and partnerships.

## **KEY TASKS**

- Assist the Head of Special Events in the development and implementation of JDRF's Special Events strategy to deliver engagement and income.
- Support the Head of Special Events on large, high-profile Special Events by taking responsibility for delegated aspects of the events.
- Lead responsibility for some events including budget management (to ensure financial targets are met), ticket sales, guest stewardship, fundraising and supplier management. Take operational responsibility from start to finish to include logistical delivery, debrief and evaluation.
- Develop a written plan and budget for each allocated event and report regularly to the Head of Special Events on event progress against budget, targets and objectives.
- Liaise with and build relationships with Senior Volunteer Event Committees, including arranging and attending committee meetings and providing support as necessary.

- Collaborate with the Philanthropy and Corporate Partnerships Teams to help identify Celebrities, Major Donors and Corporates to support Special Events including securing live and silent auction or raffle prize donations, sponsorship and gifts in kind.
- Brief and manage external suppliers, including auction technology providers, caterers, production and AV, entertainers and photographers, ensuring all suppliers work to agreed Terms and Conditions.
- Work with the Marketing and Communications Team to produce event materials and fundraising films for Special Events, including content creation and design, copy and proofreading.
- In collaboration with the Philanthropy Team organise and operationally deliver two Patrons' Club stewardship Receptions (Autumn and Spring).
- When required, offer guidance and support to other teams or third-party supporters on the planning and delivery of events with the aim of income generation and/or maintaining high-value relationships.
- Research potential third-party and supporter-led fundraising events, charity projects and partnerships to identify opportunities for collaboration.
- In collaboration with the Head of Special Events and key stakeholders, make suggestions for new events by producing event plans including business case, budget, project plan, risk assessment and crisis management.
- Work with the Marketing Team to gain input into new event ideas, discuss plans for Special Events and create new and innovative marketing strategies.
- Ensure all event administration and financial processes are carried out, including updating the database, Donorfy.

**Other Responsibilities:**

- Create and develop opportunities and initiatives to promote the Charity's work and activities positively at all times.
- Be an active member of the High Value Partnerships team and wider Fundraising Team, contributing positively to future planning as required.
- Undertake any other activity reasonably requested in line by the Head of Special Events and/or other senior JDRF management.

## PERSON SPECIFICATION

Criteria	Essential	Desirable
<b>Experience:</b>	<ul style="list-style-type: none"> <li>● Proven experience of managing successful Special Events within the charity sector</li> <li>● Understanding of budget management, and track record of achieving and delivering income and expenditure budgets.</li> <li>● Experience of building relationships and stewarding high-value supporters, senior volunteer committees and external suppliers</li> <li>● Experience of managing projects from start to finish</li> <li>● Experience of managing a varied workload and balancing conflicting priorities</li> <li>● Experience of working well on own initiative and cooperatively as a team</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of cross-team collaboration and communication to deliver an event or joint goal</li> <li>● Public speaking/delivering presentations</li> <li>● Understanding of charity fundraising regulations and Data Protection legislation</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>● Excellent organisational skills with good attention to detail</li> <li>● Excellent interpersonal and communications skills, able to build relationships with a range of internal and external audiences</li> <li>● Ability to develop event plans and materials creatively and innovatively</li> <li>● Ability to prioritise a changing workload to meet targets and deadlines</li> <li>● Good written and verbal communicator</li> <li>● Proficient in the use of Microsoft 365 including Outlook, Word, Excel and PowerPoint</li> <li>● Experience of using a recognised database</li> </ul>	<ul style="list-style-type: none"> <li>● Project Management skills and the ability to manage multiple projects and maintain flexibility and control</li> <li>● Strong negotiation skills</li> <li>● Strong numerical skills</li> <li>● Strong IT skills including using Special Event platforms such as EMMA Live</li> <li>● Use of virtual platforms such as Microsoft Teams and Zoom</li> </ul>

<b>Personality:</b>	<ul style="list-style-type: none"> <li>● Proactive, flexible and enthusiastic</li> <li>● Creative and innovative thinker</li> <li>● Confident and professional</li> <li>● Meticulous and thorough</li> </ul>	<ul style="list-style-type: none"> <li>● Goal orientated with drive and determination to meet objectives and budget targets</li> </ul>
<b>Other:</b>	<ul style="list-style-type: none"> <li>● Ability to travel nationally</li> <li>● Willingness and ability to work unsociable hours as required at events and business meetings (with TOIL provided)</li> </ul>	<ul style="list-style-type: none"> <li>● Knowledge of type 1 diabetes, diabetes research and JDRF</li> <li>● Member of specialised groups such as The Special Events Forum</li> </ul>

**EQUAL OPPORTUNITIES**

JDRF is an equal opportunity employer and does not discriminate against employees for job applications on the basis of race, sexual orientation, religion, colour, sex, age, national origin, disability or any other status or condition protected by applicable law. This policy extends to but is not limited to recruitment, selection, remuneration, benefits, promotion, training, transfer and termination.

**JDRF is a registered charity No. 295716 (England and Wales) and SC040123 (Scotland)  
Raising funds for research to find a cure for type 1 diabetes.[www.jdrf.org.uk](http://www.jdrf.org.uk)**