

JOB DESCRIPTION

JOB TITLE	Community and Events Fundraiser
LOCATION	Home based (throughout England and Wales, with possibility to work in Walton-on-Thames or Cardiff offices)
HOURS	22.5 hours , one year fixed term with possible extension
SALARY	£23,000 – £25,000 (depending on experience)
REPORTING TO	Head of Fundraising and Communications
RESPONSIBLE FOR	

Job purpose

- The post holder will support the delivery of Music in Hospitals & Care's work by securing income through:
- Providing excellent donor stewardship which inspires individuals, groups and local corporates to maximise their giving.
- Organising, marketing and delivering a mass participation and third party events programme.

Main duties and responsibilities

- Work within the guidelines of the Chartered Institute of Fundraising best practice and the Fundraising Regulator code of practice
- Ensure all fundraising activities collect and manage donor data in accordance with relevant legislation and policies.
- Deliver work projects against agreed targets, key performance indicators, schedules and costs.
- Raise the profile and awareness of the charity through marketing and communication channels including social media and the media in collaboration with the Communications and Engagement Officer.
- Grow the individual supporter base of the charity by identifying, researching and implementing new ways to approach potential supporters.
- Work with the fundraising team to implement and facilitate stewardship of donors.

- Research, identify and implement new fundraising income streams.
- Make links with schools, organisations and community groups in order to develop support.
- Identify, propose and develop corporate partnerships.
- Give talks to community/supporter groups where it is deemed of benefit to do so.
- Develop and manage development committees
- Recruit and manage volunteers.
- Manage the charity's challenge event income for England and Wales, including recruiting and stewarding participants.
- Identify, propose and develop new challenge events for the charity.
- Organise and manage fundraising events.
- Review and assess fundraising activities to ensure the best use of people, resources and systems.
- Produce evaluation reports as agreed with the Head of Fundraising & Communications
- To undertake fundraising administration duties that include maintaining records of all activities and correspondence.
- Contribute to the development of the fundraising strategy focusing on areas of priority.

General

- Maintain a confidential, sensitive and discrete approach to personal, sensitive and organisational information.
- Contribute to a culture of equality and demonstrate a commitment to creating a genuinely inclusive organisation.
- Represent the organisation in a positive manner.
- Maintain the level of professional development and competence required to carry out this role and notify the company immediately of any circumstance that affects this.
- Adhere to and uphold Music in Hospitals and Care's mission, vision, social purpose, strategic aims and policies
- Act with integrity and maintain the highest professional standards at all times.

- A flexible approach is required for the role, as additional, reasonable duties commensurate with the role and as agreed in advance with the Chief Executive may occur from time to time.
- Compliance with Music in Hospitals & Care policies
- Act with integrity and maintain the highest professional standards at all times.
- Carry out other duties as necessary to meet the needs of the organisation
- Commitment to the organisation's aims and values.

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

PERSON SPECIFICATION

	Essential	Desirable
Experience	<p>Delivering successful community fundraising activities.</p> <p>Marketing and managing events.</p> <p>Developing relationships across a wide range of external customers including individuals, groups and companies.</p> <p>Managing projects ensuring completion within budget and deadline.</p>	<p>Recruiting, motivating, managing and developing volunteers for fundraising activities.</p> <p>Working for a charity.</p>
Knowledge and skills	<p>Understanding of general fundraising methodologies and approaches.</p> <p>Excellent interpersonal skills and the ability to represent the organisation effectively to a wide range of external stakeholders.</p> <p>Strong written and verbal communication skills.</p> <p>Excellent planning and organisational skills, including the ability to deliver multiple priorities.</p> <p>Understanding of budgeting income and expenditure.</p> <p>IT literate including MS Office.</p>	<p>Knowledge of fundraising information systems and databases.</p> <p>Knowledge of effective account management.</p> <p>Understanding of responsible use of social media.</p>
Personal attributes	<p>Ability to work effectively and positively as a team member</p> <p>Team player</p> <p>Passion and a positive attitude</p>	