



Job Description: Community Fundraiser

Job Title: Community Fundraiser

Location: Kent MS Therapy Centre, Bradbury House, Merton Lane North, Canterbury, CT4 7DZ

Reports To: Head of Fundraising

Responsible for: Volunteers

Salary: £18,000 - £24,000 (dependant on experience)

Contract: Permanent Contract

Hours: 35 per week

Main Purpose: The role of the Community Fundraiser is to help develop voluntary income from individuals and organisations through community fundraising events, products and business partnerships across Kent. The post holder will be responsible for recruiting and managing community fundraising volunteers. They will support all fundraising activities to the highest standards, providing supporters with opportunities to participate in a range of appropriate fundraising activities.

Overview of main duties and responsibilities

- To support the delivery of the Kent MS Therapy Centre's community fundraising plan and targets as agreed with the Head of Fundraising.
- To work closely with the Head of Fundraising to roll out new community fundraising initiatives to community supporters, ensuring long-term income potential.

Events

- To be the main point of contact for the charity's fundraising events, providing support, advice and encouragement to supporters and ensuring a high level of donor care is achieved. You will assist with logistics, recruitment and management of volunteers and co-ordinate the set-up and breakdown of events.

- To develop the charity's community fundraising events programme alongside the Head of Fundraising. To take photographs at events when possible.
- To complete risk assessments for in-house community fundraising events and ensuring any health and safety concerns have been addressed.
- To undertake detailed evaluation and analysis of the community fundraising events including assessing ROI in order to identify and implement improvements as appropriate.
- To support activities of third party community fundraisers, recording details of their events and providing information and materials to make their event a success. Offering pre-event encouragement, following up on income and issuing an appropriate thank you.
- To ensure that activities are compliant with legislation governing community fundraising activities including Data Protection and Health and Safety, and to ensure all activities adhere to internal fundraising policies, the IOF Codes of Practice and Fundraising Regulator's Code of Conduct.

Office Administration

- To respond to telephone and email enquiries, providing appropriate fundraising information to existing and new supporters.
- To ensure donor data is passed on efficiently to the Administration Team to enter onto the Centre's database, Northwood.
- To ensure clear records of all fundraising activities and funds raised are produced and made available to the Head of Fundraising for Board Reports.
- To create a social networking presence for community events, contributing to website content and maintaining the online calendar of community fundraising events.
- To ensure Gift Aid is maximised at all relevant opportunities, through promotion on sponsorship forms, collection envelopes and through other community based activities.
- To ensure all supporters are thanked in a timely and appropriate manner, providing updates and contact as necessary.

Profile Raising

- To play a proactive role in raising the profile of the Kent MS Therapy Centre within the community. Duties will include delivering talks and presentations to a range of community groups, schools and companies.
- To attend functions and cheque presentations to build relationships and collect income from supporters in the community.

Collections & Static Sites

- To organise supermarket, street and static collections and ensure they run smoothly through the use of volunteers recruited and trained to undertake such activities.
- To recruit outlets for the distribution of static collecting tins and ensure that all tins are labelled, recorded, collected and re-distributed.

Volunteers

- To act as a point of contact for fundraising volunteers, including the fundraising committee and social committee. Recruit and identify engaging productive roles for volunteers.

General

- This job description is not definitive and may be subject to future amendments following negotiation and consultation.
- We are committed to our members and aim to provide a Centre of excellence where people with MS can feel cared for and supported.
- All staff must demonstrate a positive attitude to the Centre and its members.
- Be proactive in reviewing and evaluating own performance and identifying and acting upon areas for improvement and development.
- Attend and participate in team meetings and other meetings as required.
- Perform any other duties consistent with the role and/or reasonably required.

Health & Safety

- The Centre will take all reasonably practical steps to ensure your health, safety and welfare at work. You must familiarise yourself with the Centre's Health and Safety Policy, and its safety

and fire rules. It is your legal duty to take care of your own health and safety as well as that of your colleagues and Centre members.

Confidentiality

- This Job Description is a reflection of the main responsibilities of the current position and the post holder is expected to view it as a guide rather than an exact description of all duties and responsibilities. It may vary from time to time. The post holder will be required to undertake any other duties that may be required by the Fundraising Manager commensurate with the level of the post. Staff will be consulted on any major change to the job description.
- All appointees will be subject to an enhanced DBS check and require a clean UK driving licence and have access to their own vehicle.
- Understand and abide by the Centre's Confidentiality Policy and Procedure and the Centre's confidentiality statement.