

## Job Description

Title:	Community Fundraising Officer
Reporting to:	Charity Director
Accountable to:	CHUMS Charity
Base:	Wrest Park Enterprise Centre, Silsoe MK45 4HS (Hybrid working)
Hours:	19 hours per week (flexible)

### Job Purpose

Responsible for income generation from community events and corporate fundraising activities. To recruit and support fundraising volunteers. To support individuals with their own fundraising events and challenges and to research other avenues of fundraising.

### Duties and Responsibilities

- Proactively seek new corporate relationships and Charity of the Year adoptions while stewarding existing relationships
- Prepare and deliver pitches to a range of local and regional companies
- Develop, implement and achieve a range of sustainable and proactive fundraising activities, methods and initiatives to increase income and raise the profile of the Charity
- Develop new sources of income generation and identify innovative opportunities for funding
- Organise, promote and manage cost budgets for fundraising events
- Develop current supporters, through nurturing relationships and develop ways of encouraging new supporters
- Successfully deliver against fundraising targets as set out in the Charity's annual fundraising strategy
- Ensure that all income and donations are processed and acknowledged appropriately and the fundraising database is accurately managed, liaising with the Fundraising & Events Admin Assistant
- Provide regular reporting and analysis on your fundraising activities, including donor management, and pipeline income and opportunities
- Build the profile of the charity and develop and nurture productive relationships in the local community
- Work with the charity team to ensure that appropriate literature and fundraising materials are available
- Contribute to monthly fundraising newsletters and updates for the Fundraising Team and Board of Trustees



- Provide photos and stories to ensure constant presence of charity on social media
- Work with Marketing & Communications colleagues to maintain accurate and up to date information on website
- Maintain and develop effective working relationships with CHUMS Charity & CHUMS CIC staff and volunteers
- Be an positive ambassador for the work of the organisation
- Ensure your work complies with all CHUMS Charity polices and procedures and with Fundraising Regulator code of practice

## **Key Relationships**

- Charity Director
- Head of Fundraising & Communications
- Charity Admin & Events Assistant
- CHUMS CIC Staff, including Senior Leadership Team
- Head of Finance
- CHUMS Volunteers
- Marketing & Communications Team

## **General Terms and Conditions**

### **Variation**

This job profile is not intended to be a complete list of duties and responsibilities but as a guide for information to the job and may be reviewed in the light of changed needs and as part of an individual's personal development plan. Any changes will be made following discussion with the post holder.

The post holder will be expected to undertake ongoing personal, professional and management development in line with the responsibilities of the post.

### **Equal Opportunities**

All employees must comply with CHUMS Social Enterprise Equal Opportunities Policy and must not discriminate on the grounds of age, class, race, colour, nationality, ethnic or national grounds, disability, family responsibilities, gender, marital status, religion or sexual orientation, or any other grounds which cannot be shown to be justifiable.

### **Health and Safety**

All employees are subject to the requirements of the Health & Safety at Work Act. The post holder is required to ensure that his/her work methods do not endanger themselves, or others.

### **Data Protection/Confidentiality**

All employees are subject to the requirements of the Data Protection Act 1998 and must maintain strict confidentiality in respect of patient and staff records and information.

### **Continuing Professional Development**

The post holder will be expected to undertake ongoing personal, professional and management development in line with the responsibilities of the post.

## Person Specification

### Community Fundraising Officer

Requirements	Essential	Desirable	Assessed
Education & Training	<ul style="list-style-type: none"> <li>• Sales, marketing or fundraising qualification</li> <li>• Good standard of IT literacy</li> </ul>		Application
Knowledge & Experience	<ul style="list-style-type: none"> <li>• Proven track record of successfully stewarding donors and building key relationships</li> <li>• Proven track record of successfully delivering against fundraising targets</li> <li>• Proven experience of working within a fundraising/sales &amp; marketing environment</li> <li>• Experience of working within a Charity/Social Enterprise</li> <li>• Experience of successfully presenting to a range of audiences</li> </ul>	<ul style="list-style-type: none"> <li>• Established network &amp; contact base within the geographical area</li> <li>• Knowledge of geographical area</li> <li>• Empathy and/or lived experience of working within mental health &amp; emotional wellbeing and/or with CYP services</li> <li>• Experience of working with volunteers</li> </ul>	Application Interview
Skills & Abilities	<ul style="list-style-type: none"> <li>• Excellent communication and presentation skills</li> <li>• Numerate and IT Literate</li> <li>• Attention to detail</li> <li>• Good standard of written English</li> <li>• Ability to effectively manage a variety of</li> </ul>		Application Interview



	<p>tasks simultaneously and achieve agreed deadlines</p> <ul style="list-style-type: none"> <li>• Enthusiastic, motivated and flexible</li> </ul>		
Personal Qualities	<ul style="list-style-type: none"> <li>• Ability to motivate others</li> <li>• Ability to build relationships</li> <li>• Confident and self motivated</li> <li>• Ability to work independently and use own initiative</li> <li>• Tact and diplomacy</li> </ul>		Interview
General	<ul style="list-style-type: none"> <li>• Current driving licence and full use of vehicle</li> <li>• Comfortable with hybrid-working models including an average of working up to 2 days per week in office.</li> <li>• Flexible working, including travel across county</li> <li>• Ability to work flexible hours to meet the needs of the service, including occasional evenings and weekends</li> </ul>		Interview

Candidates will only be invited for interview if they meet the essential criteria for this post. The desirable criteria will be used to shortlist where the application of the essential criteria only, produces a large number of applicants.