

**JOB DESCRIPTION**

1. **JOB DETAILS**

**Job Title:** Community Fundraiser

**Hours:** 30-37.5 hours per week

**Tenure:** Permanent

**Unit/Department:** Fundraising

**Reports to:** Community Fundraising Manager

**Salary:**

1. **JOB PURPOSE**

To build and develop fundraising relationships within South Devon by providing excellent stewardship and support to our fundraisers, volunteers and key supporters in order to increase income and deliver the Community Fundraising plan.

1. **DIMENSIONS**

The Community Fundraising team plays an important role in raising funds to support Rowcroft’s work by supporting individuals, groups and local businesses across South Devon with their fundraising activities.

The fundraising team’s target in 19/20 is £1.9 million, of this the Community Fundraising team is responsible for a £615k target.

This post holds no budgetary or line management responsibility.

1. **PRIMARY DUTIES AND RESPONSIBILITIES**

* Advising and supporting Rowcroft’s community fundraising supporters to maximise their support and to help them raise funds safely and legally
* Ensure all supporters receive an excellent standard of support and stewardship, making them feel valued by the hospice.
* Work with the Community Fundraising Manager to implement the Community Fundraising plan, to ensure the team meets their targets, taking responsibility for key aspects of the plan including:

1. Developing and implementing a rolling 2-year plan for maximising income from UK and overseas challenges. This includes:

* researching challenge event trends,
* working with third party suppliers and challenge event organisers,
* developing bespoke Rowcroft challenges,
* working with the Comms team to market challenges to new and existing supporters and manage recruitment
* stewarding challenge participants and attending the challenges wherever appropriate
* managing the budget and income target for challenges

1. Raising funds from key groups within the community, including primary schools and churches, raising awareness through talks amongst these groups and devising initiatives to enable them to raise funds
2. Developing and implementing a rolling 2 year plan to maximise income from Rowcroft organised campaigns such as the Big Bake. This includes:

* Researching new ideas for campaigns
* Taking on all aspects of organisation and promotion
* Sourcing merchandise and other materials to support the campaigns
* Stewarding campaign participants
* managing the budget and income target for campaigns
* Represent the hospice by attending community fundraising events, cheque presentations and give community talks to a range of different audiences.
* Responsibility for Rowcroft’s fundraising Facebook page
* Share responsibility for team administration including logging of donations, thanking supporters, responding to enquiries
* Keep up-to-date with local government legislation, charity law, national fundraising guidelines and Rowcroft policies and procedures to ensure all fundraising activities comply.
* Support the fundraising team at various events throughout the year.
* To undertake all other reasonable duties as required by the organisation.

1. **KEY RESULT AREAS**

The fundraising team’s target in 19/20 is £1.9 million, of this the Community Fundraising team is responsible for a £615k target.

1. **COMMUNICATIONS AND WORKING RELATIONSHIPS**

Associate Director of Fundraising and Supporter Development

Community Fundraising Team

Events Team

Marketing and Communications team

Volunteers

Other hospice staff including hospice shops

All other fundraising staff

**7. AUDIT CLAUSE**

All members of staff are expected to participate in audit assessments as appropriate.

**9. PERSON SPECIFICATION**

(Please see attached)

**10.** **JOB DESCRIPTION AGREEMENT**

This job description is subject to review. The post may include other duties and responsibilities as determined by the recruiting manager in consultation with the postholder.

The post is subject to Rowcroft Hospice Foundation Ltd. Terms and Conditions of Service.

Postholder’s Signature: Date:

Head of Department’s Signature: Date:

**9. PERSON SPECIFICATION**

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| Attributes | **Essential** | Desirable |
| **Qualifications, special training and general intelligence** | * Educated to A level or equivalent | * Degree * IoF qualification or other relevant professional qualification |
| **Knowledge and skills** | * Excellent written and verbal communication skills including presentation skills * Be able to apply relevant fundraising laws, regulation and best practice to your day to day work. * IT skills including word processing, accurate data entry, desktop publishing and presentation software. | * Experience of using databases * Knowledge of Torbay and South Devon communities |
| **Experience** | * Two years fundraising experience or proven transferable skills from a relevant sector ie sales * Delivering group presentations * Working to income targets * Working with volunteers * Working in partnership with community groups * Planning, managing and evaluating campaigns or projects * Ability to develop and work to strategic goals |  |
| **Personal requirements e.g. communication, interpersonal** | * Ability to motivate volunteers * A proactive approach to carrying out tasks * A high degree of tact and diplomacy * Flexible and able to prioritise workload to achieve deadlines * Creative and imaginative in approach to ideas and opportunities * Target driven and a self-starter |  |
| **Other requirements, e.g.**  **Rotas** | * To be able to attend fundraising events and activities which may be in the evening or weekends * Ability and willingness to travel around the area |  |