

Job Title: Community Funding and Events Partnerships Officer

Role Reports To: Head of Partnerships

Direct Reports: None

Job Family: 5

Department: Business Development & Impact

Role Purpose

This newly created role will lead on the formation and implementation of our community fundraising and events fundraising model. Our places and volunteers are crucial to us. They know their communities best. This role will support our volunteers and communities to become a network of supporters, opening routes to community-based fundraising and events helping the organization to reach are goals of growing our unrestricted funding base. The role will also lead on our approach to major events, showcasing our work to new audiences and potential supporters and donors that can ensure our work continues to support communities well in to the future. The role will be a key component of the UK Business Development Team.

Key Duties Responsibilities

- Design and implement a Community Fundraising and Events strategy for the organisation
- Develop and grow our Community Ambassador programme and our roster of local fundraising events in line with industry best practice
- Collaborate with our Delivery Teams to build and map opportunities across the UK
- Lead on our approach to major events and opportunities to attract new supporters to the charity
- Achieve income generation targets and grow the organization profile of unrestricted funding routes
- Utilise our Communications outputs to build local relationships.
- Ensure the voice of our volunteers and young people are always represented in our fundraising and events approaches.
- Represent the organization with external partners and stakeholders to broker fundraising opportunities
- Produce reports for team leadership on departmental objectives
- Play a key role in the UK Business Development team, helping to build a systematic relationship approach to income generation across the organization.

Skills

- Excellent communication skills and the ability to communicate appropriately and effectively with a range of stakeholders through a variety of means.

VOLUNTEERING MATTERS

- Strong ability to influence internally and externally with local communities and volunteers
- Excellent interpersonal skills to enable effective relationships.
- Ability to work in a self-managed team construct.
- Excellent organisational and time management skills
- Strong advocacy skills

- Project management skills
- Self Motivated
- Team Player
- Ability to demonstrate integrity and a professional demeanor.
- Ability to multi-task
- Approachable

Experience Required

- Track record in fundraising and event management
- Track record in project management to ensure tasks are delivered on time and budget
- Experience of designing and implementing fundraising and event plans
- Demonstrable experience in using the power of storytelling to evidence impact and influence stakeholders.
- Significant experience of working in multi-disciplinary team.
- Significant experience of influencing organisations and partners
- Significant experience of managing local partnerships, relationships, and stakeholders.
- Willingness to platform young people and volunteers even if abdicating personal power.
- Significant experience of reporting on projects
- Belief in the Power of Communities.

Qualifications

Relevant experience and values alignment is more important for this role than specific qualifications.

Other

Location

The post will be home based or office based in England. The postholder will need internet access to enable remote working. I.T. equipment and infrastructure will be supplied. Post Covid-19 there will be an expectation to travel across Wales in the role, with occasional travel elsewhere across the UK.

Volunteering Matters and our partners have several offices that can be utilised for the work of this post when required.



This role requires full DBS clearance.

Our Values & Way of Working:

In all that we do, we embrace a philosophy of 'Freedom within a Framework' and are guided by our values: Empowering, Inclusive, Compassionate, Positive & Straightforward.

This job description is intended to include the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but while some variations will be expected, these will be at an appropriate level for the role.