



Job Title: Community Fundraising and Events Officer

Role Reports To: Partnerships Manager

Direct Reports: None

Job Family: 4

Department: Partnerships

Role Purpose

The Community Fundraising and Events Officer role is key to us as we explore fundraising opportunities on a local level in our communities. The successful candidate will support Community Fundraising Volunteers as they take part in various challenge and fundraising events across England, Scotland and Wales, helping us to reach our goals of growing our unrestricted revenue base. The role sits within Volunteering Matters' core Partnerships Team, where we lead on generating income for the charity alongside brokering new partnerships with stakeholders.

You will help lead the implementation of our Community Fundraising and events approaches across the UK, working closely with our regional Project and Programme Delivery Teams to engage Community Fundraising Volunteers, raising money for our projects alongside the core functions of the charity. The successful candidate will work collaboratively, as we believe our places are crucial to us.

This will include supporting events that provide key touch points with our organisation and the people we engage such as project open days or specific-focus events. People know their communities best, and the role will require showcasing our work to new and existing audiences, potential supporters and individual donors. You will play a key role in ensuring our work can continue to engage and support communities well into the future & build our partnerships.

Key Duties Responsibilities

- Implement our Community Fundraising and Organisational Events strategy, working closely with colleagues across the UK.
- Steward our Individual Donors, including leading on regular communication with our supports using Mailchimp and other communication platforms.
- Recruit and support Community Fundraising Volunteers & engage potential sponsors.
- Maintain the organisation's Community Fundraising pack; a resource with a variety of examples to get people involved, including a step-by-step guide on what to do, e.g. sign up, safely doing activities, publicising events, etc.
- Monitor our systems for processing funds, recording income data from Community Fundraising and individual donations on the Raiser's Edge system.

VOLUNTEERING MATTERS

- Lead on the journey for supporters and fundraisers, answering queries and making the experience a positive one. This will include maintaining a system of welcoming supporters, thanking them for their efforts and conducting exit interviews/evaluations if they exit.
- Implement our Events procedures, including implementation planning, risk management and evaluation.
- Collaborate with our Project & Programme Delivery Teams to build and map opportunities.
- Achieve income generation targets and grow the organisation's profile of unrestricted funding routes.
- Represent the organisation with external partners and stakeholders to broker fundraising opportunities.
- Produce reports for team leadership on departmental objectives.
- Play a key role in our Partnerships team, helping to build a systematic relationship approach to income generation across the organisation.
- A willingness to instigate & cultivate new relationships & partnerships with organisations, volunteer groups & communities.

Skills

- Excellent communication skills and the ability to communicate appropriately and effectively with a range of stakeholders through a variety of means.
- Ability to excite and engage volunteers and stakeholders.
- Strong interpersonal skills to enable effective relationships.
- Ability to work proactively as part of a remote team.
- Excellent organisational, project and time management skills.
- Experience using a variety of IT systems, including MS Office suite, Mailchimp and Raiser's Edge (or similar).
- A willingness to get involved and lead by example, supporting our teams across England, Scotland & Wales on a range of events.

Experience Required

- Experience in or awareness fundraising and events management.
- Experience of, or ability to, work with fundraising platforms and tools including Just Giving and GiftAid.
- Track record in ensuring tasks are delivered on time and to a high standard.
- Experience of designing and implementing fundraising events, including budgeting.
- Experience of managing local partnerships, relationships, and stakeholders.
- Experience supporting volunteers, beneficiaries and community stakeholders to lead on community and challenge events.



- Experience of reporting the impact of projects and using storytelling to evidence impact and influence stakeholders.
- Experience of providing communications or promotional materials for activities or projects.

Qualifications

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

Other

This role requires full DBS clearance.

Location

Due to the nature of the events and community fundraising there is an expectation that this role will involve some travel throughout England, Scotland & Wales.

The post will be largely home based. The postholder will need internet access to enable remote working. I.T. equipment and infrastructure will be supplied.

Our Values & Way of Working:

In all that we do, we embrace a philosophy of Flexible Working 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.