

## **Job Description**

**Job Title:** Fundraising Executive

**Based at:** Allsworth Court, 38-40 St David's Road, Hextable BR8 7RJ

**Responsible to:** Fundraising Manager

**Responsible for:** Volunteers

### **Main purpose of job:**

- To develop new income streams with the business community and with local supporter engagement.
- To drive awareness of the We are Beams and to increase support for our work, increase access to services and our influence with key stakeholders.
- To create and develop cost effective and responsive fundraising campaigns.

### **Main duties and responsibilities:**

#### **Raising Income**

- To develop a balanced, sustainable and diverse range of income.
- To develop best practice in fundraising and to ensure new fundraising opportunities are at the forefront of the fundraising and marketing strategy.
- To develop a wide range of commercial opportunities, including partnerships with business and the Public Sector.
- To work across the whole organisation to ensure that, all income opportunities are maximised.
- To develop a strategic approach to corporate fundraising.
- To ensure that supporters are recognised for their contribution and that the highest level of supporter care is maintained.
- To implement a supporter relationship management strategy to maximise income opportunities
- To develop an events schedule that will increase engagement from Corporates
- To maintain and develop high-level contacts.
- Maintain confidentiality at all times and ensure compliance with the Data Protection Act.
- Maintain an awareness of relevant developments within the Charity Sector.
- To undertake training and development as appropriate to the post.
- Undertake relevant continuous professional development to ensure skills are updated.
- To create and develop appropriate creative material required for the Corporate Fundraising strategy.

#### **Partnership and External Relations**

- To develop and sustain high-level contacts relevant to our work and to represent us at public events, giving talks and presentations as appropriate.
- Develop and maintain good working relationships with relevant organisations, and to develop and maintain corporate partnerships.
- To attend training and conferences as required.

### **Staff Management and Supervision**

- To support and to supervise volunteers.
- To attend personal development meetings.

### **Other Responsibilities**

- Attend evening or weekend meetings and events to represent Beams when required.
- Prepare and present written reports and information as requested.
- Develop and implement quality systems and standards within the Department.
- To ensure all work is carried out in accordance with our Equal Opportunities Policy.

Footnote: This job description is provided to assist the jobholder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post

## Person Specification: **Fundraising Executive**

The following outlines the minimum criteria for this post. Applicants who have a disability and who meet the minimum criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	Fundraising Qualifications (desirable)
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of working in a voluntary sector organisation</li> <li>• Experience of developing and implementing fundraising and marketing strategies</li> <li>• Experience of managing and implementing fundraising events</li> <li>• Experience of digital marketing</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to create, edit and publish marketing communications</li> <li>• Excellent written and verbal communication skills with the ability to communicate with and present to a broad range of people internally and externally including non- financial specialists.</li> <li>• Excellent negotiation, sales and interpersonal skills</li> <li>• An ability to represent the organisation externally and speak publicly on occasions</li> <li>• Excellent time management skills with the ability to prioritise work handle conflicting demands and meet tight deadlines</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• A sound understanding of current fundraising and marketing issues within the voluntary sector</li> <li>• A high level of commercial awareness with an understanding of the needs of corporate supporters</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Methodical in approach with an eye for detail</li> <li>• Willing to be a team player</li> <li>• Commitment to continuing personal professional development.</li> <li>• A good sense of humour, initiative, integrity &amp; honesty</li> <li>• A commitment to and understanding of issues relating to equality of opportunity and the ability to implement change in this area</li> </ul>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• To be an effective member of the team, presenting a positive impression of the team and the service</li> <li>• To recognize, respect and promote the different roles and diversity of the individuals within the team</li> <li>• Fulfil the requirements of an 'Enhanced DBS Disclosure'</li> <li>• Willingness to work variable hours and flexibility to travel occasionally</li> <li>• Hold a full driving licence.</li> </ul>