



# Beams

Supporting disabled children & families

<b>Job Title:</b>	<b>Fundraising Executive</b>
<b>Reporting to:</b>	<b>Fundraising Manager</b>
<b>We Are Beams Grade:</b>	<b>D</b>
<b>Location:</b>	<b>Hextable Office</b>

## Job Purpose

To assist the Fundraising Manager and wider Fundraising Team with their ambitious plans to expand and develop their portfolio. This includes supporting the team in driving awareness of the charity and increasing income.

## Main Responsibilities and Duties:

- Provide support with key events and activities.
- To create and develop appropriate creative material required for the Fundraising strategy.
- To develop best practice in fundraising and to ensure new fundraising opportunities are at the forefront of the fundraising and marketing strategy.
- Support on a range of projects within the department at the discretion of the Fundraising Manager.
- 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 partnerships
- To attend networking and conferences as required
- Attend community and corporate events/ activities playing a key staff role.
- Ensure all supporter data is logged accurately on the fundraising database.
- To ensure that supporters are recognised for their contribution and that the highest level of supporter care is maintained.
- To develop a strategic approach to multiple fundraising income sources
- Maintain confidentiality at all times and ensure compliance with the GDPR.
- Maintain an awareness of relevant developments within the Charity Sector
- To undertake training and development as appropriate to the post.
- To work across the whole organisation to ensure that, all income opportunities are maximised.

## Other Responsibilities:

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



# Beams

Supporting disabled children & families

## Personal 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.

	Criteria
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A-level educated or above</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of event support</li> <li>• Experience of working in a voluntary sector organisation</li> <li>• Experience of sales</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills</li> <li>• An ability to represent the organisation externally and speak publicly</li> <li>• Excellent time management skills</li> <li>• An ability to prioritise work, handle conflicting demands, and meet tight deadlines</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Willing to learn of current fundraising issues within the voluntary sector</li> <li>• An understanding of relationship building in the charity sector</li> <li>• A sound understanding of current fundraising issues within the voluntary sector</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Willing to be a team player</li> <li>• An eye for detail</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</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 recognise, 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>