

JOB DESCRIPTION



JOB TITLE:	Community Fundraiser
REPORTING TO:	Chief Executive
WORKING HOURS:	37.5 hours per week (including occasional evenings and weekends)
LOCATION:	Reuben's Retreat Glossop & Ashton-under-Lyne
SALARY:	Negotiable depending on experience

OVERVIEW

Reuben's Retreat was founded in August 2012 just 2 days after 23-month old Reuben moved to heaven. His legacy "Reuben's Retreat" will be a home from home for children with life-limiting or life-threatening illnesses to spend time with their family, to relax and recharge. It already serves as a bereavement counselling support centre for families that have lost a child and for parents whose children may not reach adulthood.

MAIN PURPOSE OF JOB

To develop fundraising opportunities as part of the community team in order to maximise income, build relationships with potential community supporters and foster existing relationships with suppliers, donors and supporters.

DUTIES AND KEY RESPONSIBILITIES

- To work within the communities to raise awareness of the charity and to develop partnerships
- To maintain and grow existing relationships whilst developing and cultivating new partnerships within the community
- To increase donations from fundraising activities within the community to achieve set targets
- To build up relationships with local supermarkets, taking part in token schemes, funding opportunities and approaching them to host bucket collections
- To develop new partnerships with, schools, pubs, restaurants, sports clubs, and other local community organisations
- To increase and monitor the level of charity pots in the community
- To develop new and imaginative fundraising activities, many of which involve organising events
- To project manage fundraising events: set and manage budgets; research venues; work with other key team members to secure sponsors; identify entertainment companies; manage relationships with attendees to ensure the event's success
- To oversee the on-day logistics of events, run post-event follow-up with participants, and evaluate events
- To oversee all community fundraising activities, ensuring you that you are providing advice and encouragement to all supporters
- To work with PR and communications, spread the word about our campaigns we host throughout the year and encourage involvement where possible sites
- To source raffle prizes and in-kind donations from supporters
- To recruit and promote supporters and volunteers for challenge events and national events
- Working with our Volunteer Coordinator, cultivate new volunteers to support the work within the community
- To attend community networking events to promote the charity and its work in the area
- To attend external events as a representative for Reuben's Retreat, oversee information stalls, and engage members of the public to learn more about our work

ADDITIONAL RESPONSIBILITIES

- Adhere to all of the charity's professional standards, policies and procedures
- Uphold ethical and professional standards and behaviour
- Comply with data protection regulations, ensuring that information and knowledge remains confidential
- Work autonomously, organising one's own time and resources efficiently
- Communicate regularly with the Chief Executive and other managers
- Implement Reuben's Retreat's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment
- Carry out additional reasonable duties as may be required which are commensurate with the nature of the post to meet the wider needs of the Reuben's Retreat
- During the course of your employment you may have access to, see or hear information of a confidential nature and you are required not to disclose such information, particularly relating to beneficiaries or staff. All person identifiable information must be held in the strictest confidence and should be disclosed only to authorised people

<i>Charity no.:</i>	1150436
<i>Registered office:</i>	Suite 4, St Michaels Court, St Michaels Square, Stamford Street Central, Ashton under Lyne, OL6 6XN
<i>Head office:</i>	Park Crescent, Glossop, SK13 7BQ
<i>Telephone:</i>	01457 680 023
<i>Website:</i>	www.reubensretreat.org
<i>Facebook:</i>	ReubensRetreat
<i>Twitter:</i>	@ReubensRetreat
<i>YouTube:</i>	Reuben's Retreat

PERSON SPECIFICATION



COMMUNITY FUNDRAISER

[E] Essential criteria
[D] Desirable criteria

EXPERIENCE

- A minimum of one year's experience of organising and promoting income generating events [E]
- A track record of successful community fundraising in either a voluntary or paid capacity [E]
- Demonstrable experience of identifying, successfully acquiring and developing new business opportunities [E]
- Proven track record of exceeding financial and non-financial targets [E]
- Experience in partnership fundraising and/or relationship building [E]
- Experience of recruiting to and working with volunteer groups [D]
- Experience of working on own initiative and as part of a team [E]
- Practice in managing projects on your own from start to finish [E]
- Working with children's or families support services [D]

SKILLS/KNOWLEDGE

- Exceptional written, verbal and interpersonal communication skills [E]
- Understands the principles of event planning and management [E]
- An appreciation of different methods of fundraising in the charity sector [E]
- Ability to develop and motivate individuals and groups of volunteers [E]
- Able to set and manage own priorities, work independently and act on own initiative [E]
- Computer literate, including social media [E]
- Confident speaker and able to converse with a variety of audiences [E]
- Understanding of the voluntary sector [E]
- Organisational, planning, time-management and administrative skills [E]
- Full driver's license and own car and with regular travel within the local geographical region (and occasionally further afield) [E]
- Must be able to demonstrate an understanding of equal opportunities [D]

PERSONAL QUALITIES

- Warm, friendly and approachable character [E]
- Ambitious, self-motivated and target driven [E]
- Enthusiastic, confident, positive and self-motivated [E]
- Tactful, discreet, tolerant, flexible attitude [E]
- Treat colleagues and beneficiaries with dignity and respect [E]
- An empathy with the needs of families of life-limited children and those bereaved of a child [E]
- Flexible interpersonal skills with the ability to communicate with diverse audiences [E]
- Ability to work well under pressure and manage competing priorities effectively [E]
- Able to work outside of normal office hours as required, including evening and weekend work [E]