

JOB DESCRIPTION FOR
COMMUNITY FUNDRAISER

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| Job Title | Community Fundraiser |
| Responsible to: | Head of Fundraising |
| Hours of Work: | 35 hours per week Flexible hours, Mon to Fri with occasional weekends and one hour unpaid lunch |
| Salary: | £18,000 (£9.89 per hour) |
| Holiday Entitlement: | 9 weeks (pro rata including Bank Holidays) |

JOB DESCRIPTION

About Rainbow Hub

Families are at the heart of Rainbow Hub. Based in Mawdesley, Lancashire, we are a charity providing therapeutic services for children and young people with physical disabilities as a result of a neurological condition or brain injury.

Since 2001 we have helped countless disabled children and young people, from across the North West region, to reach their full potential and live more independently. We do this through providing hands-on therapies and new learning experiences, whilst also giving their families the vital support they need.

About the Role

Rainbow Hub has an exciting opportunity for a dynamic and creative individual to join our fundraising team! You will play an instrumental role in our established fundraising events, community engagement, stewardship, increasing awareness of the charity and in increasing income generation.

This role provides a fantastic opportunity for someone to have real impact in a small but stable local charity. As Community Fundraiser you will become part of a small, energetic, creative and motivated team. To be considered for this role you do not need to demonstrate a background in fundraising however that would be advantage. We are looking for someone who is energetic, pro-active with the ability to engage people and a passion for making a difference.

Purpose of the Job

In this diverse role, you will be a key member of the fundraising team, engaging new supporters and income to meet financial targets, deliver growth and take forward existing initiatives.

You will aim to increase the contributions of individuals and groups by building relationships and exploring new fundraising opportunities from various sources. You will need to be able to network and speak publicly, as success in the role depends heavily on being able to forge positive relationships with supporters. Another area of your role will be to raise awareness of the charity's work, aims and goals.

Key tasks:

- Work alongside the Head of Fundraising and Fundraising Team to develop a variety of fundraising initiatives raising awareness and income for the charity
- Develop community support and individual giving
- Motivate and facilitate supporters to maximise the funds they raise
- Inspire new supporters to raise money, while maintaining and developing relationships with existing supporters, securing sustainable growth of income and donor numbers
- Assist with internal and external events
- Actively engage with all campaigns and fundraising activities in order to maximise income and deliver against set targets
- Work within the allocated budget, ensuring all milestones are achieved and progress reported upon
- Develop close and effective working relationships with colleagues within fundraising and across the organisation to ensure a culture of collaboration.
- Keep abreast of relevant legislation and emerging trends to ensure all activity is compliant in a legal and ethical basis.

Information Management

- Maintain up to date and accurate records of work. This will include recording actions on our CRM system, Donorflex. Training will be provided.
- Maintain up to date and accurate paper and electronic files on all donors in accordance with the Data Protection Act.

General

- To be committed to safeguarding and promoting the welfare of vulnerable adults and children
- To work at all times within the philosophy and policies of Rainbow Hub
- To comply with the Health & Safety at Work Act 1974 and with Rainbow Hub policy, paying particular attention to the reporting of dangerous situations
- To have a commitment to developing quality by the implementation of Rainbow Hub quality evaluation tools along with any other standards set by Rainbow Hub
- To undertake any other duties that may be considered commensurate with the level of the post

Person specification

| | Essential | Desirable |
|---|-----------|------------------|
| Experience <ul style="list-style-type: none">• Experience and knowledge of community fundraising• Experience and knowledge of the fundraising marketplace• Experience of preparing and working to budget• Proven track record of raising funds from a range of community events• Proven track record of securing income through community engagement | | X X X X |
| Skills and abilities <ul style="list-style-type: none">• Excellent interpersonal skills, including persuasion, diplomacy and negotiation and ability to represent the organisation effectively• Strong written communication skills, with the ability to create | X | |

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| <ul style="list-style-type: none"> innovative and persuasive presentations and proposals to a range of audiences and media, tailored to each potential donor's preferences | X | |
| <ul style="list-style-type: none"> • Excellent planning, project management and organisational skills, including ability to deliver to multiple priorities whilst retaining a thorough attention to detail | X | |
| <ul style="list-style-type: none"> • Good networking skills to build and maintain contacts across a variety of sectors | X | |
| <ul style="list-style-type: none"> • Ability to confidently public speak | X | |
| <ul style="list-style-type: none"> • Good strategic, analytical and evaluative skills, including creation of innovative approaches and propositions whilst maintaining the brand and ethos of the organisation | X | |
| <ul style="list-style-type: none"> • Ability to work independently and to self-motivate | X | |
| <ul style="list-style-type: none"> • Understanding of, and commitment to, principles of confidentiality | X | |
| <ul style="list-style-type: none"> • Understanding of, and commitment to, Equal Opportunities policy and practice | X | |
| <ul style="list-style-type: none"> • To be self-servicing in IT skills e.g. Word, Excel, PowerPoint, along with Microsoft Outlook | X | |
| <p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of strategic fundraising planning and budgeting procedures • In depth and up to date knowledge of event planning and management • Knowledge of the voluntary sector • Knowledge of databases and word processing packages, particularly Donorflex | | X |
| <p>Other</p> <ul style="list-style-type: none"> • Some evening and weekend work will be required • Considerable flexibility with hours and travel required | X | |
| | X | |

How to apply

To apply for this exciting opportunity please visit www.rainbowhub.org/vacancies to download our application form, full job description and person specification or email Head of Fundraising, Katherine Nelson at k.nelson@rainbowhub.org.

Application forms, together with a full CV should be submitted to info@rainbowhub.org by no later than 5pm on the closing date.

Closing date for applications is Friday 4th February 2022. Interviews w/c 7th February 2022.