



Job Description

Community Fundraising Manager

Hours per Week: 35 hours (full-time, with one hour unpaid lunchbreak)

Salary: £24,000 + 3% pension matching

Reporting to: Chief Executive

Location: Yeovil

Closing Date for Applications: 10 September 2017

Application Process: CV and covering letter to alexander.priest@southsomersetmind.co.uk or South Somerset Mind, Unit 4, Yeovil Small Business Centre, Yeovil, BA22 8WA

Main duties and responsibilities:

1. To work with the Chief Executive to develop South Somerset Mind's fundraising strategy and build relationships with donors and supporters in order to maximise income.
2. To be responsible for implementing activity plans to generate income through community and local fundraising activities.
3. To be the main contact for community fundraising activities and to be responsible for developing contacts with individuals and groups who are undertaking fundraising events and activities to help raise funds for South Somerset Mind.
4. To coordinate closely with the organisation's communications, marketing, online, finance and PR functions.

Relationships:

1. Responsible to the Chief Executive.
2. Liaison with all other staff.
3. The Charity's donors and supporters.
4. Relevant external colleagues.

Main tasks of job:

1. To support the Chief Executive in all aspects of community fundraising, providing efficient and effective support with a view to developing long-term relationships with local fundraisers.
2. To be the main point of contact for all community fundraising enquiries to South Somerset Mind's office, providing advice, support and encouragement and ensuring a high level of donor recognition is always achieved.

3. To support and develop relationships with existing regional volunteer fundraising groups and identify opportunities for setting up new groups.
4. To maximise opportunities for generating fundraising income via the charity's network of support groups.
5. To work closely with the Chief Executive to plan and implement the community aspects of the fundraising strategy.
6. To work closely with the Chief Executive to aid the development of supporter journeys, with a view to developing long-term relationships with fundraisers.
7. Where appropriate, to attend functions and cheque presentations on behalf of South Somerset Mind
8. To ensure that community fundraising activity is adequately covered in magazines, newsletters, e-newsletters, social media feeds, on the website and in other South Somerset Mind communications
9. To work with the administration team to maintain the community fundraising sections of the website, ensuring the information is up-to-date and regularly refreshed.
10. To undertake a coordination role for certain events, as directed by the Fundraising Manager, taking responsibility for logistical arrangements such as invitations, ticketing, catering, distribution of information, welcoming and greeting guests and post-event follow up, as required.
11. To achieve financial income targets, to be set on commencement.
12. To oversee the charity's social media and web output.

General Skills:

1. To ensure a high level of donor recognition is adhered to in order to build excellent donor relationships and maximise income.
2. To contribute to organisational effectiveness through positive team-working.
3. To represent South Somerset Mind in a variety of different contexts and to a variety of different audiences.
4. To have a flexible approach to working hours, as required.
5. To participate in staff training, organisation/team meetings and events, as required.
6. To keep up-to-date with developments and learning in the field of mental health patient information and support.
7. To comply with the organisation's health and safety, confidentiality, data protection and other policies.

8. To promote equality of opportunity and anti-discriminatory practices.
9. Any other duties deemed appropriate by the Chief Executive, subject to time and commensurate with level of responsibility and salary.

Person Specification:

Criterion	Details
Education	
<i>Essential</i>	Excellent literacy and numeracy skills demonstrated by a good standard of GCSE'S at grade C or above.
Experience	
<i>Essential</i>	Three years' experience or understanding of fundraising work, strategies and donor relationship development.
<i>Essential</i>	Understanding of commercial social media
<i>Desirable</i>	Experience of working successfully in a community fundraising role
<i>Essential</i>	Experience of organising events.
<i>Essential</i>	Experience of working closely with volunteers.
<i>Desirable</i>	Liaising with a diverse range of stakeholders including officials from District and County Councils, statutory agencies and other voluntary organisations.
Skills	
<i>Essential</i>	Excellent interpersonal skills with a welcoming and helpful approach when dealing with people in person at events and via telephone.
<i>Essential</i>	Excellent verbal and written communication and presentation skills
<i>Essential</i>	Excellent organisational skills, particularly in managing time and tasks with a keen eye for detail and the ability to produce high quality, accurate work in tight timescales to achieve targets.
<i>Essential</i>	Excellent computer literacy, with a thorough understanding of the basic MS Office packages and databases.
<i>Essential</i>	Ability to work within a team and foster good working relationships both internally and externally.
<i>Essential</i>	Act in ways that support equality and promote diversity.
<i>Essential</i>	An excellent telephone manner and approach to providing outstanding customer service
<i>Essential</i>	Creative ability to produce fundraising materials, e.g., posters
<i>Essential</i>	Ability to work on own initiative while also working as a key team member
<i>Essential</i>	Ability to create and interpret budgeting information.
<i>Essential</i>	Self-motivated, enthusiastic and professional approach to work
<i>Essential</i>	Ability to identify opportunities for innovation and creativity which contribute to the organisation's goals and continued success
Personal attributes and	

qualities	
<i>Essential</i>	Demonstrate empathy and understanding of mental ill-health and services.
<i>Essential</i>	Well-motivated, with an ability to achieve financial targets.
<i>Desirable</i>	An understanding of the value of good information and support services in mental health.
<i>Essential</i>	Ability to recognise own training and development needs and willingness to participate in training and development opportunities.
<i>Essential</i>	Self-reliance, common sense, trust, integrity, and humor.
Other	Access to a car and business-use insurance.
	Occasionally, there will be the need to work at weekends or during anti-social hours, for which notice and time off in lieu will be given.

ACP
16 Aug 2017