



Community Fundraising Officer (North)

Job Description

Job title:	Community Fundraising Officer
Hours:	Full-time - 35 hours per week
Location:	Hybrid working with easy commute to Leeds, Sheffield or Newcastle
Contract:	Permanent
Reports to:	Community Fundraising Manager
Wider department:	Head of Fundraising - Community and Events, Community Fundraising Manager, Community Fundraising Officer (South), Donor Care Officer Events and Celebrity Engagement Manager, Events Officer

Role purpose:

To fundraise for The Sick Children's Trust through community fundraising activities, such as supporting family fundraising, third party events and The Great North Run. The post-holder will be required to initiate and develop new fundraising opportunities and relationships with local businesses, community organisations, schools and both existing and new volunteer fundraising committees, and to ensure a sensitive and effective supporter journey for new and existing supporters.

Key tasks and responsibilities:

- To cultivate and recruit new and existing supporters and volunteers to participate in a range of third-party and 'run your own' fundraising events, uplift supporter value, steward and retain through the delivery of brilliant supporter care while being respectful of potential sensitivities.
- Build and develop trusted relationships when appropriate with families to support fundraising, storytelling and volunteering. Work sensitively and empathetically with this core audience group engendering their long-term support and advocacy of the charity's work.
- Maintain contact with and work alongside the House Teams where appropriate to develop our brand and presence of the importance of fundraising to the charity. Influencing and developing relationships in the best interest of the charity.
- Be the lead on the northeast flagship event - the Great North Run (GNR) maximising income opportunities by providing a strong supporter journey to all our charity runners and 'own place' runners.

- To proactively target local businesses (outside of corporate partnerships) and schools to secure annual income targets set by the Head of Fundraising.
- To develop and manage new and existing relationships with local clubs and associations to secure their support both financially and in raising awareness of the charity.
- Accurately record and monitor income and expenditure budgets for your area.
- Maintain supporter fundraising information on our Donorflex database to ensure it's up to date and accurate.
- Communicate and work collaboratively with our Communications and Marketing Team to ensure maximum press and social media coverage is obtained for The Sick Children's Trust's community fundraising activities.
- To work collaboratively with other fundraising departments and the Communications and Marketing Team for effective integration of campaigns and activities.
- To represent the charity as and when required to schools, local businesses and community groups in the north, including speaking at events when necessary.
- Carry out office and general duties and tasks to ensure the effectiveness and smooth running of the post-holder's work, team and organisation e.g. attending team meetings.
- Duties may vary from time to time as determined by service and business need.

Person specification

Experience	<p>Proven successful community fundraising experience</p> <p>Experience of working collaboratively on a successful project and as a result understanding the impact of good teamwork</p> <p>Experience of managing multiple projects simultaneously</p> <p>Experience of working effectively without close supervision, dealing with problems as they arise</p> <p>Experience of using charity databases</p> <p>Experience of working to annual plans and budgets and providing regular updates on progress</p>
Skills, abilities, and personal attributes	<p>Excellent written and communication skills with the power to persuade, motivate and inspire while also delivering clear, concise messages. Confident public speaker and able to write and produce reports and presentations as appropriate</p> <p>Strong team worker and motivator of self and others. Someone who will support, inspire and encourage collaboration amongst colleagues and volunteers, but is also happy to work autonomously in a remote setting</p> <p>Able to prioritise workload and manage own time effectively to meet deadlines while ensuring good working relationships with both donors and colleagues</p>

	Able to plan and organise projects seeing them through to a successful conclusion
	Demonstrable numeracy skills and excellent attention to detail to understand financial information and to budget projects
	Full driving license and access to a car (desirable)
	Can work to financial targets
Knowledge	Knowledge of Microsoft Office software is essential, in particular Word, Excel, Outlook and PowerPoint
	Knowledge of good community fundraising methods and practice
Other requirements	We offer flexible working with occasional travel for required external business meetings, team meetings, 'Home from Home' visits or training
	Able to work occasional evenings, weekends, or overnight stays
	Commitment to our policies and values, ensure people are treated with dignity and respect