



**Job Title :** Community Fundraiser

**Based at:** Paul's Cancer Support Centre, 20-22 York Road, London, SW11 3QA

**Reports to:** Finance Manager

**Salary:** £15,990 (£26,650 pro rata 21/35 hours)

**Hours:** 21 hours per week with some flexibility and occasional evening and weekend work

**Contract** Immediate start on temporary contract until 31 March 2019 with a view to becoming permanent

**Purpose of the Post**

- Raise funds from a range of sources across assigned locality
- Monitor, evaluate and identify learning points from each area of activity
- Achieve agreed income targets and return on investment

**Main duties and responsibilities:**

**Fundraising partnerships**

- Approach local businesses, clubs and societies, schools and other organisations with a view to establishing and maintaining fundraising initiatives
- Account manage charity of the year partnerships with local supermarkets and other businesses
- Work with other local voluntary organisations to maximise joint fundraising opportunities

**Volunteer and supporter liaison and care**

- Recruit, support, motivate and develop local and other individuals as fundraising volunteers ensuring that they have a clear understanding of Paul's and of our purpose
- Oversee fundraising work and activities undertaken by volunteers and supporters and co-ordinate participation and involvement
- Maintain and develop relationships with existing and new supporters and volunteers within the community, maximising fundraising and developing long term supporters
- Provide supporter care to all fundraisers, donors and volunteers and extend a good welcome to all volunteers and supporters who visit the Centre

**Events**

- Provide guidance and help to supporters when planning their own events
- Help to plan, organise and hold events led by Paul's such as the Christmas concert and any other events planned by the Community Fundraising sub-committee
- Attend fundraising and other events as required. This may involve some weekend and evening work.
- Work to maximise benefit from places purchased at challenge events such as Santa in the City and the London Marathon

### **Awareness and Outreach**

- Help promote Paul's as an innovative and valued provider of services for people with cancer, their families and carers
- Research opportunities to promote Paul's by attendance at community events, and lead on our participation in such events
- Work with colleagues on initiatives to build awareness of Paul's

### **Administration**

- Produce materials for supporters
- Contribute to the creation of fundraising materials and resources for use locally
- Acknowledge donations appropriately; write effective thank you letters
- Respond to enquiries made by phone, post and email
- Maintain supporter data and ensure that records are up to date and complete
- Participate in, and administer, the Community Fundraising sub-committee
- Produce reports and supply data as required
- Attend staff meetings on a regular basis
- Carry out other tasks consistent with the general remit of the post

<b>Key skills and competencies</b>
Excellent communication and social skills Ability to communicate effectively and influentially with a range of stakeholders verbally and in writing
Excellent organisational skills with a logical mind
Numerate and literate to an excellent standard
Good capability with Microsoft Office 365 online, Microsoft Office suite including Publisher and PowerPoint, and Adobe Photoshop
Experience of creating promotional materials and reports using Microsoft Office
Ability to deal with multiple priorities and work to deadlines
Experience of proactive fundraising to small businesses, clubs and schools and other groups
Ability to carry out research using a variety of resources including knowledge of using fundraising databases
Ability to use own initiative and generate ideas
Dynamic, self-motivated person who has the ability to work unsupervised whilst also being a team player