



JOB DESCRIPTION

Job Title:	Community and Events Fundraiser
Reporting to:	Departmental Manager
Hours:	20 hours per week, Monday to Friday with occasional evening and weekend working.
Salary:	£12.24 per hour
Job Purpose:	To work as part of the Fundraising team to ensure that Beacon Centre's income is maximised in order to achieve its growth, potential and targets. Target driven post to achieve at least 3 x salary per annum

Main Tasks:

1. Inspiring new and current supporters to maximise the funds they raise through innovative and creative fundraising opportunities.
2. Motivating and facilitating supporters to maximise the funds they raise.
3. Develop and organise a range of new and imaginative fundraising activities and events (eg – sponsored outdoor events) which will also aim to raise the profile of the Beacon Centre.
4. Develop and implement a strategy for supporter recruitment and development.
5. Recruiting, organising and managing volunteers to carry out various fundraising activities.
6. Identify opportunities to bid for community based and activity related funding and complete funding applications for <£12k
7. Identify marketing and communications opportunities and, once trained, upload fundraising activities to the charity's website and social media, etc.
8. Actively promote participation in Beacon's activity based fundraising eg – craft fairs and sporting activities through a variety of creative channels.
9. Managing and updating the charity's database to record donor contact and preference information.
10. To represent Beacon at events, marketing events and meetings, as appropriate and as required
11. To assist with the identification of publicity opportunities and to supply information for press releases and marketing information.
12. To produce reports and statistics as required
13. To attend internal and external meetings as required
14. To contribute to the general development of the overall income generation activity, at the Beacon.
15. Actively support good communication practices within your work and promote and maintain good teamwork
16. Have a flexible approach to working hours in order to attend departmental fundraising events and activities that are held during evenings and weekends.
17. Be aware of and comply with the rules relating to your employment as detailed in the staff handbook.
18. Be aware of and comply with the health and safety regulations and the fire regulations at the Beacon Centre.
19. Complete any other appropriate tasks as requested by your departmental manager.