**Job Title:** Senior Community and Events Fundraiser (Devon and Dorset)

**Responsible to:** Fundraising & Digital Marketing Manager

**Contract** Permanent

**Location** Flexible working - some office (Exeter) / home with some evening / weekend work required.

**Full driving license and own transport is essential.**

**Context to the role: J**ulian House is a forward-thinking charity, committed to helping socially excluded people get the help they need and deserve, to get back on their feet.

We expect to continue to develop the range of services and projects we have in the South-West. The role of Senior Community and Event Fundraiser is key to enabling increasing numbers of clients to make positive changes to their lives - made possible because of voluntary income.

**Purpose of the Post:**  To achieve the agreed income targets– through event management, other funding opportunities and developing closer links with the community at large

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| **Key tasks:*** Achieve the agreed annual income targets
* Fully implement, deliver, and manage a selection of Julian House fundraising events including full budget responsibility.
* Actively seek to develop and deliver new community events and fundraising opportunities, in line with the fundraising strategy
* Establish and support strong local volunteer fundraising groups who will provide a valuable extra strand to the organisation’s advocacy and fundraising efforts
* Undertake an on-going programme of talks, both in person and virtual which will raise the charity’s profile and ensuring that the breadth and importance of the organisation’s work is effectively conveyed to key target audiences
* Support individuals, groups or organisations within the community who wish to fundraise for Julian House.
* Manage your own portfolio of community groups, clubs, schools, faith groups and local businesses.
* Recruit participants for third party events and provide support through a bespoke donor journey to maximise their engagement to increase their sponsorship potential
* To organise event publicity and write press releases to create a good breadth of local media interest to recruit participants.
* Work with colleagues to develop engaging case studies and excellent quality content for social media, press releases and monthly e-newsletter to supporters and stakeholders.
* Recruit, manage and oversee fundraising volunteers
* Attend networking events and develop profile raising opportunities
* Assist with other specific projects, as detailed by the Fundraising & Digital Marketing Manager
* Ensure that all relevant data is accurately included on the fundraising database
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| **Other Tasks:** Julian House is an ambitious organisation which is keen to expand its work. The range of its future activities will change. It is therefore important that those working for the organisation are flexible in their working arrangements and willing to embrace such changes. |
| **Team Working:** Attend and participate in team and staff meetings.Liaise effectively and appropriately with other Julian House staff. |

**PERSON SPECIFICATION**

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| **Skills/Qualifications** |  |
| An inspirational ambassador for Julian House through detailed knowledge of the organisation’s work and the highest standards in their dealings with target groups | Essential |
| Ability to research effectively and creatively; sometimes in the absence of ‘off the shelf’ source material | Essential |
| Disciplined organiser and administrator | Essential |
| Persuasive communicator with great interpersonal skills (external and internal audiences) | Essential |
| A strong organiser and self-motivated project manager who is a self-starter and can hit the ground running, but at the same time a team player | Essential |
| Adept as using various social media platforms in a targeted and impactful way | Essential |
| Good interpersonal skills | Essential |
| Ability to write persuasive copy which is both succinct and powerful | Essential |
| Adept at working out of a number of sites and offices, as required | Essential |
| **Experience** |  |
| Good depth of experience of fundraising and/or marketing/ event management  | Essential |
| Dealing with, and presenting to diverse individuals, groups, and organisations | Essential |
| Keen interest in and/or experience of outdoor activities e.g. hill walking, running, cycling | Desirable |
| Proven event/project management experience and the attendant pressure of multi-tasking | Essential |
| CRM Databases and management of same | Desirable |
| Good IT skills and experience of some the most commonly used proprietary website portals e.g. Mail Chimp, Eventbrite etc | Essential |
| **Personal Qualities** |  |
| High level of integrity and discretion | Essential |
| **Values** |  |
| Empathy and understanding of the needs of Julian House service users. | Essential |
| Commitment to equality and diversity | Essential |
| **Other** |  |
| Current driving licence and access to a vehicle which can be used for business purposes | Essential |