**Job Title:** STAFFORDSHIRE FUNDRAISING EXECUTIVE

**Reports to:** The Events and Fundraising Manager

**Salary:** starting salary£24,000 depending of experience, plus benefits

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| **Job Summary:** The county-based Fundraising Executive contributes to the implementation of a cost effective, staff and volunteer enabled fundraising approach within a given geographical area. This includes supporting existing fundraising activity and engagement with volunteers in the local community. As the principal contact for community fundraising within your area you will represent and promote the work, vision and purpose of the charity locally, whilst also promoting and supporting the wider work of the Regional Fundraising team. The county-based community fundraising teams are the face of fundraising in each region and are led by the Events and Fundraising Manager, who reports to the Fundraising and Marketing Director. County Fundraising team consists of three distinct fundraising areas:   * Community Fundraising in your geographic area * Supporting Community/Charity Managed Fundraising Events * Working to develop sustainable relationships with the local business community. |

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| **Main Duties**   * Develop and deliver plans for local fundraising across a broad range of markets, activities and products * To have, or gain knowledge, across a broad range of market sectors to maximise income * Support, motivate and develop local fundraising volunteers * Identify and support new local fundraising opportunities * Contribute to the delivery of the overall Regional Fundraising strategic goals and implement activities within area of responsibility through partnerships with companies, groups and associations, beneficiary events and individuals * Working with the communications team to support local media and PR to maximise publicity and awareness of MAAC and its activities * Facilitate volunteers to assist in the delivery of community organised and our flagship fundraising events * Manage existing relationships within the local business community, through established communication channels and local networking groups, and ensure they are recorded appropriately on the CRM * Work with the Corporate Development Team to facilitate introductions to major fundraising partnerships and extended income generation opportunities * Ensure existing business relationships are reviewed periodically with the Business Development Team to identify scalable opportunities that should be managed by the Corporate Development Team   **Supporting and developing volunteer fundraising**   * Support the recruitment and work alongside existing volunteers to retain their support and empower them to fulfil roles, that underpin fundraising in your area * Work alongside Operations Managers and the Volunteer Manager to ensure that local fundraising volunteers are appropriately managed, supporting and empowering them to develop local fundraising and fundraising volunteer opportunities * Ensure that volunteers have a comprehensive understanding of the charity, to enable them to represent our work to an external audience. * Support the organisation and deliver area fundraising meetings, to motivate and support fundraising volunteers * Identify opportunities for volunteer development, matching skills with need * Adhere to the charity values and culture when working with volunteers   **Targets and Objectives**   * Develop and implement fundraising plans in your local area in line with your annual objectives * Create and manage your income generation to include re-forecasting and contingency planning to reach your annual target * Work to agreed objectives ensuring the maximum return on investment is achieved in the area * Provide guidance on feasibility of fundraising activity to volunteers * Contribute to the creation of annual and five year plans for the growth and delivery of Fundraising within your area * Integration with other departments across the charity to support the achievement of your objectives * Work as an effective member of the regional fundraising team(s) * Maintain effective relationships with the Corporate Partnership Team and Regional Fundraising colleagues, maximising the net income available to the Charity * Work closely with the campaigns and Communications team to identify cross-departmental opportunities   **External facing**   * Represent the Charity in local media as required * Speak on behalf of the Charity at events and presentations as required   **Position in organisation**   * Reports to the Events and Fundraising Manager * Liaises at all levels inside the organisation * Relates to fundraising volunteers * External facing to the public, supporters and media * Liaises closely with colleagues across the Regional Fundraising to support the team objectives   **Dimensions and limits of authority**   * Contributes towards the consolidated Regional Fundraising gross income target * Responsible for Fundraising target in the geographic area * Work with the internal departments within the charity to support regional fundraising * Work with the Corporate Development team to identify, support, share and pass on new business opportunities * Represent Regional Fundraising team at meetings within authority and criteria agreed by the Events and Fundraising Manager * Manage own workload in a cost effective and proactive way * Work on own initiative to respond to local fundraising opportunities, referring to line manager as appropriate   **Organisational responsibilities**   * To adhere to all the Charity standards, policies and procedures. * To comply with the data protection regulations, ensuring that information on clients, supporters, employees and volunteers remains confidential. * To be responsible for personal learning and development, to support the learning and development of others and the whole organisation. * To work in a manner that facilitates inclusion * To implement the charity health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required. * To administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines and reporting requirements. * To follow the charity management information guidelines, and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines. * To ensure your conduct is in line with the charity values and culture * To work in accordance with documented procedures necessary to ensure the compliance with the requirements of the Quality Management Systems and documentation.   To carry out reasonable duties as might be required which are commensurate with the nature of the post to meet the needs of the charity.  **Education and qualifications**   * Numerate and literate * Knowledge of the principles of good customer care * Understands principles of relationship building * Awareness of data protection regulation * Knowledge of Institute of Fundraising codes of practice and ICO regulations   **Skills and experience**   * Experience of local fundraising in a paid or voluntary capacity * Experience of working with volunteers or in a volunteering environment * Basic understanding of budgeting and financial management * Proven track record in achieving financial and non-financial targets * Able to work on own initiative * Able to analyse information and make objective decisions based on the outcomes * Negotiating and influencing skills * Ability to develop and motivate individuals and groups of volunteers * Strong team worker, leadership and interpersonal skills * Excellent time management skills * Excellent verbal, written and presentation skills * Familiarity with MS Office and databases   **Personal attributes / qualities**   * Ambitious, innovative, self-motivated and target driven * Ability to show empathy for people with dementia and their carers * Trustworthy, patient and a good relationship builder * Enjoys working as part of a team. * Able to work evenings and weekends and have a flexible working approach * Ability and willingness to travel independently including occasional overnight stays as required |

**ADDITIONAL INFORMATION**

This job description should be regarded as a guideline of the duties required and is not definitive. This job description is not intended to be an exhaustive list of activities, but rather an outline of the main areas of responsibility.The nature of the post and the organisation is such that duties may be reviewed in the light of changing circumstances following consultation with the post holder.The post holder will be required to adopt and undertake different or new duties as may be required in line with professional and service development.

**CHARITY POLICIES & PROCEDURES**

All employees must adhere to and perpetuate all Charity policies and procedures including those relating to Fraud management, Information governance, Code of Conduct, Health and Safety, No Smoking at Work and Equal Opportunities in Employment; including responsibilities under the Disability Discrimination Act. Failure to do so may result in disciplinary action.

**HEALTH & SAFETY AT WORK ACT**

The post holder is required to take responsible care for the health and safety of him/her and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with the charity to ensure that statutory and charity safety regulations are adhered to.

**MANAGING RISK: MAINTAINING SKILLS & LEARNING FROM PROBLEMS**

Reducing risk is everyone's responsibility.  All staff in the charity must attend training identified by the Chief Executive (or by the Business Manager).  The charity uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve the service provided.

**CONFIDENTIALITY**

All employees must observe and comply with the requirements of the Data Protection Act 1998, and associated legislation, and with the Common Law Duty of Confidentiality. The unauthorised use or disclosure of donor, staff or other personal information is a disciplinary offence and also could result in a prosecution for an offence or action for civil damages under the Data Protection Act 1998 or associated legislation.

**FREEDOM OF INFORMATION**

The post holder must be aware that any information held by the Charity in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Charity's policies.'

**CONTINUING PROFESSIONAL DEVELOPMENT**

There is a requirement to participate in the Charity’s Personal Development and Review process. Personnel are required to attend training as required by the Charity to help them perform their role safely and competently and to ensure the safety of others. This includes induction and refresher training at charity set intervals, as defined in the Workforce management policy.

**REGISTRATION**

If applicable, you are required to be fully registered with the appropriate association for your post and for you as post-holder. Failure to produce confirmation of current registration with the appropriate body will mean that you will not be permitted to commence (or continue with) your duties, nor will you be paid for those duties for the period of delay, until such time as you are able to provide this confirmation**. NB:** It is your duty to ensure that your registration is kept up to date.

**DISCLOSURE & BARRING SERVICE (DBS)**

Post holders whose work involve, or may involve, direct contact with vulnerable adults and/or children, and/or with access to managing accounts, are subject to DBS checks. Where you work directly with vulnerable adults or children, under the conditions of the Rehabilitation of Offenders Act 1974, as amended, you are not entitled to withhold information about convictions which otherwise might be considered ‘spent’.

**TRAVEL TO OTHER SITES**

You may be required to travel to any of the airbase locations or locations where fundraising events take place. Please complete the travel expenses form. Expenses will not be paid where travel expense forms are not fully completed.

**SMOKING STATEMENT**

The Charity is a NO SMOKING environment. Smoking in all areas of the building and premises is prohibited. Smoking may only take place in non-public areas.

**DIVERSITY AND EQUAL OPPORTUNITIES**

The Charity welcomes all persons without regard to age, ethnic, or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. We aim to provide a non-judgemental service at all times.