

Job Title: **Community Fundraising and Research Executive**

Reporting To: **Community Fundraising Lead**

Job Summary:

Our Community Fundraising and Research Executive will play a key role in supporting MAAC's fundraising activities and income-generation goals across the organisation. The role's primary focus is assisting the Community Fundraising Team in developing meaningful relationships with new and existing supporters across each of the six counties we serve, while also supporting the Head of Fundraising and Engagement and the wider Fundraising Team with key projects.

As a longstanding charity celebrating 35 years of service, MAAC benefits from a well-established network of community supporters. A core part of your role will be to help diversify and grow our income by researching and prospecting new regional partners, including community groups, parish and town councils, local clubs, civic bodies, and grassroots organisations, to expand our base of donors and community contributors. This will include identifying local funding opportunities, understanding community priorities, and helping the team engage with new audiences across the region.

You will also support the development and submission of high-quality applications to community grant schemes, parish council budgets, and other local funding streams. Alongside this, you will work with our supporters and volunteers on a daily basis to ensure they receive a high standard of stewardship and feel valued in their relationship with MAAC.

Additional responsibilities include providing administrative support to the Head of Fundraising and Engagement and our regional community team, and contributing to the development of new and existing fundraising campaigns to maximise their reach and impact.

Working closely with colleagues across the Fundraising team, the ideal candidate will be an excellent communicator, highly organised, and passionate about building strong relationships with supporters. While experience in the charity sector is desirable, applicants with strong administrative or customer-service backgrounds will also be welcomed.

As a busy team with varied responsibilities, priorities can shift over time, so a flexible and adaptable working attitude is essential.

Main Duties of the Post:

The Community Fundraising and Research Executive role will work across multiple teams including Communications, Volunteering, Supporter Care, and all of our fundraising teams on various projects. The duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practices of MAAC which may be amended from time to time.

Prospecting, research & pipeline development

- Conduct detailed research and maintain accurate records on new potential supporters, including community groups, parish and town councils, small companies, local clubs, low-level trusts and grants, and Charity of the Year opportunities.
- Identify and assess new regional funding opportunities across all six counties, including community grant schemes, parish precepts, grassroots groups, and civic bodies.
- Keep up to date with upcoming deadlines, committee cycles, and application requirements for community-based funding, with a particular focus on the annual cycle of solicited funding approaches.
- Carry out due diligence on prospective donors in line with MAAC's ethical fundraising policy.

Applications, briefings and supporter materials

- Work with colleagues to produce clear briefings, proposal content, and supporting materials for prospect approaches and presentations.
- Tailor cases for support for multiple audiences and help prepare and submit community-focused funding applications in a timely manner.
- Create supporter updates showcasing the impact of their donations to strengthen stewardship.

Supporter and volunteer stewardship

- Contact supporters via phone and email in a timely and professional manner, ensuring they receive updates, acknowledgements, and relevant information.
- Send fundraising materials, organise thank-you letters, certificates, and other stewardship communications.
- Support the onboarding of new fundraising volunteers and coordinate introductions with Regional Fundraising Executives.
- Assist with the community speaker project, helping arrange talks and supporting volunteers delivering MAAC presentations.
- Support with planning and delivering quarterly volunteer meetings and base visits for new and existing supporters.

Team collaboration and income tracking

- Work with team members to monitor income, track application progress, and update the community prospect pipeline.
- Collaborate with colleagues across the charity to encourage referrals of prospective opportunities and share local intelligence.

- Support the Head of Fundraising and Engagement and the Community Fundraising Team with administrative tasks, logistics, and campaign delivery.
- Attend MAAC-managed fundraising events and supporter events as needed.

Data & CRM management

- Contribute to the management of donor and prospect records on MAAC's CRM system, ensuring information is accurate and up to date.
- Produce basic reports to support performance monitoring and pipeline analysis.
- Oversee the Community Fundraising inbox, ensuring enquiries are allocated to the appropriate team member promptly.

Schools, youth and product development

- Work with the Community Fundraising Lead and Manager to develop fundraising programmes for schools, youth groups, and universities to broaden MAAC's community reach.
- Support research and logistics for new and existing fundraising products that can engage local audiences.

Logistics and stock management

- Lead on monitoring and ordering fundraising and merchandise materials to ensure adequate stock levels for all colleagues.

The Charity is committed to safeguarding and promoting the welfare of all stakeholders. All post holders are subject to a satisfactory Disclosure and Barring Service check (DBS) and satisfactory employment references, as well as identification, prohibition, qualification and barred list checks, which will be required before commencing duties.

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, Whistleblowing, Information governance, Code of Conduct, Health and Safety, Confidentiality, 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.

CONFIDENTIALITY

All employees must observe and comply with the requirements of the Data Protection Act 2018, 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 2018, or associated legislation.

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.

DISCLOSURE AND 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 every three years. 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'. There is an ongoing obligation to declare any civil or safeguarding issues, investigations, convictions and cautions against you, during the course of your employment.

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.

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.

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. All employees are expected to ensure they are familiar with and adopt the Infection Prevention and Control policy/procedures and all safe-working practices required in their work activity" and specifically with reference to hand hygiene and aseptic techniques.

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.

SAFEGUARDING

The Charity has a zero-tolerance approach to the abuse of children, young people and vulnerable adults. All employees are required to promote and safeguard the welfare of children and young people and comply with the Local Safeguarding Children Board Procedures and the Children Act (1989, 2004).

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.

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.