

Job Description

JOB TITLE:	Fundraising Coordinator
ACCOUNTABLE TO:	Head of Finance, People & Resources
LOCATION:	Chester

Safeguarding

Save the Family requires all of its employees to abide by its policies on safeguarding and promoting the welfare of vulnerable children and adults. An Enhanced Disclosure and Barring Services (DBS) (Previously known as CRB) check is required with this post. As well as this position being subject to a satisfactory enhanced disclosure, this job offer will also be subject to a minimum of two satisfactory references.

Values and Attitude

All Save the Family employees are expected to demonstrate the Charity's values by working positively as part of a team delivering vital high quality services to clients to create a working culture where all are valued and encouraged.

In return, Save the Family will offer appropriate support, training and development within available resources to enable all employees to make their best contribution to our important work.

Job Purpose

Positively contribute to the Corporate Funding Group in developing the organisation's fundraising priorities. Working within an established fundraising framework, coordinate fundraising activities for the Charity with a particular focus on applying for grant funding from a range of trusts and foundations.

Maximise income for the charity through a planned programme of fundraising, events, and sales and marketing activities.

Raise the profile of the charity with Corporate Organisations and other key stakeholders with the aim of generating revenue and other support.

Principal Accountabilities

Grants

1. To prepare and submit applications to trusts and foundations for grant funding, preparing reports as necessary and submitting documentation to evidence outcomes and impact.
2. Monitor and research grant making trust opportunities relevant to the work of Save the Family and maintain a pipeline of applications.
3. Track and monitor the progress of all grant applications and liaise with funders and internal staff.

4. Maintain a record of all applications and grants received; produce acknowledgements and thank you letters as appropriate.
5. Maintain an up-to-date record of output/outcome requirements, record and monitor reporting timescales and any other requirements of grants.

Events

6. Organise and promote a programme of events with the aim of achieving good levels of attendance, positive publicity and maximising revenue.
7. Work actively in the community and with stakeholders to identify an attractive and varied programme of events designed to raise the profile of the charity, increase revenue and identify business development opportunities.
8. Identify sponsors for events including, where possible, high-profile individuals to promote and highlight event themes.
9. Record event success stories through photography, participant feedback and other mechanisms so that positive outcomes can be used in printed and social media.
10. Represent Save the Family at stakeholder and other events, to promote the charity's work, and identify potential new sources of funding.

Fundraising

1. Attend speaking engagements to promote the work of the Charity.
2. Generate innovative ideas and put in place a programme of fundraising activities with a wide range of stakeholders such as schools, faith organisations, clubs, venues etc.
3. Generate income through the community activity e.g. collection boxes, raffles, attending community events etc.
4. Contribute to the successful achievement fundraising targets as set out in the business plan.
5. Maximise use of online funding platforms such as Just Giving etc.
6. Contribute to the development of newsletters and other media, with the aim of providing successful marketing materials.

Stakeholders

11. Cultivate, manage and build relationships with all stakeholders.
12. Maintain communication with funders so they receive appropriate recognition for their actions, understand the impact of their donations and are encouraged to raise the profile of the organisation.
13. Maintain an accurate and up-to-date stakeholder contact list compliant with GDPR.

General requirements

- Ensure that all responsibilities are undertaken in an effective and appropriate manner which meet the requirements of Save the Family in accordance with the Code of Conduct for Employees.
- Seek to continuously improve our service in order that the Charity delivers the best possible service.
- Participate in internal/external meetings and training
- Participate in regular supervisions and annual appraisal
- Ensure that all Save the Family Policies and Procedures are adhered to at all times, with particular reference to Safeguarding.
- Work in accordance with Save the Family's culture, values, aims and objectives
- Act as a positive ambassador for the Charity at all times
- When required, attend Save the Family Events in support of raising our profile and promote fundraising.
- Positively contribute to the Save the Family team working environment, taking ownership of issues and supporting colleagues where appropriate
- Undertake any other duties that may be required from time to time
- This appointment is subject to the receipt of a satisfactory Enhanced Disclosure and Barring Service check and references.

Person Specification

Post: Fundraising Coordinator		
CRITERIA	ESSENTIAL/ DESIRABLE	METHOD OF IDENTIFICATION
Qualifications <ul style="list-style-type: none"> • Good standard of education 	Essential	CV & Covering Letter
Proven Experience of: <ul style="list-style-type: none"> • Putting in place innovative fundraising activities and plans • Generating tangible fundraising outcomes • Planning and producing quality applications, bids and proposals • achieving fundraising targets • Developing and managing successful stakeholder relationships • Organising an annual programme of fundraising events • Maximising the use of social media platforms to raise profile 	Essential Essential Essential Desirable Essential Desirable Desirable	CV & Covering Letter CV & Covering Letter
Knowledge, Skills and Abilities <ul style="list-style-type: none"> • Empathy with the issues affecting homeless and vulnerable people • Excellent written and oral communication and presentation skills • Ability to develop and maintain good professional relationships at all levels • Ability to work under own initiative, be pro-active, prioritise and deliver work to a high standard 	Essential Essential Essential Essential	CV & Covering Letter/ Interview Interview Interview CV & Covering Letter /Interview



Save the Family

Keeping Families Together

<ul style="list-style-type: none">• High level of computer literacy in office-based software and applications	Essential	Interview
Other attributes <ul style="list-style-type: none">• Commitment to Save the Family's values• Full driving licence with full use of a vehicle• Able to be flexible as some evening/weekend working will be required• Personable, Confident, motivated and enthusiastic	Essential Essential Essential Essential	Interview CV & Covering Letter Interview Interview