



**JOB DESCRIPTION:
FUNDRAISER**

<u>General Details</u>	
Job Title:	General Fundraiser
Normal Place of work:	Head office of Kids Inspire to include working from home and across Essex
Contractual terms:	Employed
Hours:	Part time (22.5 hours per week) with flexibility to work evenings and weekends when required.
Salary:	Upon request

<u>Job Purpose</u>
The role of Charity Fundraiser is to build and develop fundraising events and activities in the community by providing excellent stewardship and to recruit and support our volunteers and key supporters to deliver the fundraising income target.

<u>Relationships</u>	
Reporting to:	Fundraising and Communications Manager
Working with:	Fundraising Team Clinical Team Operations Team Other staff/contractors of Kids Inspire Public, local community Private and public sector, press, online supporters



Key duties and responsibilities

- To work as part of the fundraising team to achieve the annual fundraising target.
- To meet individual KPI's and report on income and pipeline each month
- Actively network in the community to build support and awareness for the charity to include delivering talks and presentations and attending events as appropriate.
- Plan, implement and manage community fundraising activities (including events) to include risk assessments, volunteers and marketing.
- Identify, recruit and manage volunteers to support fundraising activities.
- To work collaboratively with colleagues from across the organisation to support all fundraising income streams, particularly Major Donors.
- To adhere to the Code of Fundraising Practice and the Fundraising Regulator
- To undertake any other such duties or general tasks and out of hours work as required.

Requirements and conditions

To act as an ambassador for Kids Inspire.

You will need to be a confident communicator and be able to raise awareness of Kids Inspire and grow support across Essex.

To be a car owner to enable travel between locations and to hold a clean licence and be covered by business insurance.

You will be subject to an enhanced check of criminal records via the Disclosure and Barring Service.

Kids Inspire reserves the right to alter the content of this job description, after consultation, to reflect changes to the role or services provided, without altering the general character or level of responsibility.

Reasonable adjustments will be considered as required by the Equality Act 2010.

The duties described in this job description must be carried out in a manner which promote equality of opportunity, dignity and due respect as outlined in the Equal Opportunities Policy of Kids Inspire.

All information concerning clients and staff must always be treated as strictly confidential. Breaches of confidentiality will be dealt with under Kids Inspire disciplinary procedures.



You will be subject to the process and procedures of Kids Inspire with respect to, but not limited to: performance management, data protection, safeguarding and reporting.

Email joan@kidsinspire.org.uk for application form. Closing date for applications 15 March 2019.

Person Specification: General Fundraiser

	Essential	Desirable
Skills/abilities	<ul style="list-style-type: none"> • Empathy with the aims of the charity. Share the values of Kids Inspire. • A successful networker with the ability to provide excellent stewardship to supporters and volunteers • Creative, persuasive and motivational communicator who stimulates others into action • Energetic and tenacious with the ability to build and maintain good working relationships with people • You will thrive on working independently with an ability to prioritise, plan and organise your workload • Results focused with the ability to work to targets, plans and budgets • Good IT skills, including use of Microsoft Office, database 	<ul style="list-style-type: none"> • Experience of using a CRM database
Knowledge	<ul style="list-style-type: none"> • Knowledge of fundraising principles, methods and procedures 	<ul style="list-style-type: none"> • Knowledge of marketing, PR
Qualifications, education and training	<ul style="list-style-type: none"> • Five GCSEs (grade C or above) including English and Maths OR • Demonstrable literacy and numeracy 	<ul style="list-style-type: none"> • Educated to A level standard or equivalent • Relevant professional qualification • Member of a relevant professional body e.g. Institute of Fundraising • Knowledge of Institute of Fundraising Code of Practice



Experience	<ul style="list-style-type: none"> • Experience of fundraising in a similar charity/organisation. • Proven track record of meeting targets. • Experience of working to budgets, targets and plans 	<ul style="list-style-type: none"> • Experience of recruiting and managing volunteers
Other requirements	<ul style="list-style-type: none"> • Car owner/driver • Holds a full driving licence • Ability to work flexibly including frequent evening and weekends as required to fulfil the job 	