**Job Description**

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| **Job Title:** | **Community Fundraiser** |
| Responsible to: | Fundraising Lead |
| Hours of work: | 35 hours per week |
| Place of work: | Hybrid, 3 days office based in Manchester and 2 days working from home |
| Contract: | Permanent |
| Annual Salary: | £23,660 |
| Company benefits: | Pension, Healthcare, 22 days annual leave plus bank holidays |

**About us**

Wood Street Mission is a children’s charity helping children and families living in poverty in Manchester and Salford.

We provide practical help to help meet children’s day-to-day needs and improve their life chances. We give clothes, bedding and baby equipment to struggling families, along with toys and books which are important for children’s wellbeing and development.

We promote engagement in education by helping families with the costs of school uniform and run book roadshow events in schools to promote reading and improve children’s literacy. We work to raise awareness about child poverty and help thousands of children and their families every year.

We are looking to recruit a Community Fundraiser to support our fundraising activities and be part of our small and dedicated team. It is an exciting time to join the charity as we invest in our fundraising team to maximise our income, grow our ambitions and increase our impact as a charity.

The ideal candidate will have experience of working in a community fundraising role and will be enthusiastic, self-motivated and reliable with a desire to make a difference to children’s life chances so they can thrive in families free from poverty.

You will be empowered to put your own stamp on the income stream, creating new ways to engage the community and you will have a great range of warm leads to develop. You will also have an excellent opportunity to gain a broad understanding of fundraising practice and varied experience working across all income streams (corporate, community, individual giving, legacies, trusts and challenge events).

**Purpose of post**

As the Community Fundraiser for Wood Street Mission you will be responsible for the charity’s community and individual giving fundraising activity and targets, proactively cultivating relationships with community contacts and securing income from new and existing donors.

A key responsibility will be to contribute to and develop the community fundraising planning. You will provide excellent care to supporters, and to contribute to the effective planning and delivery of fundraising activities, events and appeals.

Working collaboratively with the wider charity team, you will identify, secure and develop a robust pipeline of community prospects to maximise income and enable the growth and sustainability of Wood Street Mission’s work.

**Main duties and responsibilities**

1. To contribute to and develop the community fundraising plan as agreed with the Fundraising Lead, to support the charity’s 2025-2028 strategy
2. Meet agreed key performance indicators and to monitor and report on these targets
3. To keep up to date with community fundraising trends to inform the fundraising plan
4. To work closely with the Fundraising Lead and other members of the team to ensure a coordinated approach and excellent level of care for supporters, through appropriate and engaging communication methods
5. To research and develop community leads to support the achievement of fundraising targets
6. Frequently report on progress of community fundraising to the Fundraising Lead
7. Build, nurture and account manage relationships with community contacts, providing potential, new and existing supporters with appropriate fundraising advice and resources
8. Implement an effective stewardship process to maximise income and encourage long term support, so that donors stay motivated, feel appreciated and achieve their fundraising goals
9. Ensure donations are acknowledged appropriately and promptly within agreed timescales
10. To develop a wide portfolio of fundraising initiatives and offerings to engage community supporters, including in-kind support, volunteering, challenge events, Wood Street Mission own events, individual giving and digital fundraising techniques
11. To work alongside colleagues within the charity to identify potential opportunities and potential cross team working opportunities to ensure the charity maximises income across all income streams
12. Maintain up-to-date and accurate donor and volunteer records on the CRM database, and to input data, donations and consent preferences, ensuring all data processing is GDPR compliant
13. Support the processing of data from online giving systems such as JustGiving and Enthuse and provide reports as necessary
14. Help to organise / contribute to the planning and delivery of all fundraising appeals, events and challenge events
15. Working collaboratively with Marketing & Communications to create content for charity platforms, social media activity and mailings to promote events or appeals
16. To provide general administrative support to the Fundraising team
17. To represent Wood Street Mission as required at special events, and to proactively seek out new prospects and networking opportunities
18. To act as an ambassador for Wood Street Mission and promote the charity
19. To champion the Fundraising Regulator Code of Fundraising Practice, upholding a high standard of fundraising that is legal, open, honest and respectful

**Other areas and general work duties:**

1. Work collaboratively on a daily basis with the wider charity team, including the Finance, Marketing, Administration and Project Development/Worker team
2. To support a safe working environment
3. To attend and participate constructively in staff meetings, supervision and appraisal
4. To implement Wood Street Mission policies and guidelines as set out in the staff handbook
5. To undertake training to develop knowledge, skills and confidence as agreed with your manager
6. To work flexibly and undertake such other work appropriate to the post as may be assigned by your manager. Some evening and weekend event work may be required (TOIL can be taken).
7. Other tasks and duties relevant to the role as required by the organisation

**Personal Specification**

**Experience:**

* Experience working in a fundraising or customer care environment
* Experience of working towards targets and with a wide range of stakeholders
* Experience of delivering presentations to different audiences in a variety of settings
* Experience of using a CRM, data analysis and reporting
* Experience of writing and developing funding applications, proposals and budgets (Desired)
* Success in securing community partnerships or donations (Desired)
* Experience of using online giving systems such as JustGiving or Enthuse (Desired)

**Knowledge, Skills and Abilities:**

* An excellent understanding of effective supporter care and stewardship
* A genuine interest in the issues of child poverty and an understanding of Wood Street Mission’s aims to tackle these issues
* Excellent interpersonal skills, capable of communicating with a diverse range of people with sensitivity, confidentiality and respect
* Excellent attention to detail, ability to keep clear and accurate records, and a desire to offer a high standard of service to our supporters
* Excellent organisation and time management skills, with an ability to work effectively under pressure and keep to deadlines
* Excellent written and verbal skills, with the ability to communicate clearly with different audiences
* High IT proficiency with an excellent working knowledge of Microsoft Office, Outlook and social media platforms
* Ability to work proactively and autonomously, using your own initiative to overcome challenges and problem-solve
* A good team player who can work collaboratively and alongside with the wider team and volunteers
* A self-motivated individual with a drive to achieve targets
* GCSE Level Education including Maths and English
* Excellent understanding of all aspects of fundraising and a commercial awareness of fundraising trends in the UK (Desired)
* A good working knowledge of the Code of Fundraising Practice and the Charities Act (Desired)

In addition, the following are required for this role:

* Willingness to attend evening or weekend events (TOIL can be taken)
* Willingness to work flexibly and undertake such other work appropriate to the post as may be assigned by your manager