JIGSAW (SOUTH EAST)

JOB DESCRIPTION

FUNDRAISING CO-ORDINATOR

Location:	**East Court, College Lane, East Grinstead, RH19 3LT.**
Salary:	**£21,500 to £24,000 (pro rata) based on a 35hr/wk**
Hours:	**21-24 hours per week - on days to be agreed**
Annual leave:	**25 days + public holidays (pro rata)**
Responsible to:	**Business Development Manager (BDM)**

About Jigsaw (South East)

Jigsaw (South East) is a local child bereavement charity, covering Surrey, Mid Sussex, parts of west Kent and surrounding areas. We offer advice and support services to children and young people in the lead up to and after the death of a loved one. Our vision is that children and young people will not be alone in their bereavement journey.

About the role

An opportunity has arisen for an enthusiastic fundraiser to join our small team as Fundraising Co-ordinator at an exciting time for the charity. Our service has expanded following the pandemic and we need to grow our income to be able to sustain this. This is a varied role covering all fundraising and supporter activities. The role is part of the Business Development team, working closely with other members of team and supported by the Business Development Manager. We have some well-established fundraising activities and we also want to develop some new opportunities.

The post is office-based in East Grinstead, but it is likely one and occasionally two days a week will be worked from home. Hours should be worked across three or four days. The role will require some occasional weekend and evening work, to be mutually agreed, for which time off in lieu will be given.

The role is part of a small, friendly team who all care passionately about what we do and work collaboratively together. The role will require some flexibility from time to time, but it also offers the post-holder flexibility around other personal commitments.

1. Main purpose of the job

The post holder will contribute to income generation from fundraising activities and donations, working closely with the BDM.

2. Principle duties and responsibilities

1. To develop, in conjunction with the BDM, an annual fundraising plan, delivering the key elements and adapting it on an ongoing basis.

2. To organize and run JSE fundraising events (around 3 a year) to increase our supporter base and raise funds.

3. To act as a central point of contact for third party fundraising activities and events, providing supporters with the resources and support they need. This may occasionally involve attending a supporter's event.

4. To secure and fill JSE charity places for challenge events and increase income from supporters gaining their own places.

5. To maintain and develop relationships with existing and potential supporters, including thanking and updating donors/fundraisers and sending updates and reports as needed.

6. To manage selected Charity of the Year or other on-going company relationships, maximising their support and encouraging other businesses to support JSE.

7. To manage income platforms for all fundraising and donations.

8. To maintain an accurate database of current and prospective donors and supporters, contributing to the implementation of a new Customer Relations Management (CRM) database.

9. To work with the Volunteer Co-ordinator in the recruitment and management of fundraising volunteers. This includes organising volunteers for some local challenge events and overseeing them.

10. To identify and oversee appropriate opportunities for 'bucket collections', attending as needed and organising volunteers.

11. To promote appropriate fundraising activities in schools in a way that is complementary to JSE's overall communications with schools about the service, to maximize income from school community fundraising.

12. To promote JSE's fundraising activities on the website, by email and on social media, by working closely with the Communications and Media Manager, providing information about fundraising events. This will include posting on social media platforms, within guidelines.

13. To provide reports on fundraising activities and events for the management team and trustees, as required.

14. To line manage the Fundraising Assistant who supports on some of the above tasks one day a week and out of hours as needed.

3. Job related skills and knowledge

Education

- Qualifications showing a strong ability to write and engage with supporters in a style that is appropriate to the role and with minimal guidance.
- Any fundraising courses attended relating to fundraising would be advantageous.

Essential

- A minimum of one years' experience in a similar fundraising role.
- Good planning and organizational skills, with attention to detail.
- Excellent writing skills.
- A strong customer focus and ability to engage with our supporters, in person and through other media.
- Sound use of social media.
- High level of self-motivation and ability to work proactively and under pressure.
- Ability to organise own workload to deadlines.
- IT skills – confident use of Outlook, Word and Excel.

Desirable

- IT skills – PowerPoint/Publisher.
- Empathy with bereaved children and young people.
- Experience of running events.
- Experience of working with volunteers.
- Experience of CRMs and in particular Donorfy.

Personal Qualities

- Creativity – ability to think outside the box.
- An excellent team player.
- A self-starter who can work autonomously.
- Flexible and able to handle multiple tasks.
- Enthusiastic and persuasive.

The post-holder will need to hold a full driving licence and be able to drive to occasional events. A mileage allowance will be paid for work-related travel.

Staff benefits:

- Pension
- Access to free Employee Assistance programme
- Flexible working
- Flexible annual leave – can be taken by the hour
- Family-friendly environment
- Access to some charity worker benefits/discounts
- Free parking at East Grinstead office

Jigsaw (South East) is committed to promoting equality and diversity and a culture that actively values difference and recognises that a diverse workforce contributes to our aim of making our services inclusive and accessible to people from all sections of the community.

Jigsaw (South East) works with children and young people and we are committed to their safety and welfare. The successful applicant will be required to complete a satisfactory DBS check and comply with our Safeguarding policy and our Fundraising Code of Practice. The role will also be subject to satisfactory references.