

COMMUNITY FUNDRAISER ROLE DESCRIPTION

Job title: Community Fundraiser

Reports to: Fundraising, Events and Communications Manager

Hours: 21 hours per week, worked flexibly including some evening and weekend working

Base: Blue Smile office (currently in central Cambridge)

Salary: Full-time equivalent £22,000 - £24,000 per annum (actual £13,200 - £14,400), dependent on skills and experience; generous leave; flexibility during school holidays (where role/duties allow)

Blue Smile's mission is to improve the mental wellbeing and prospects of Cambridgeshire children through expert arts-based therapies. The charity has around 70 clinical practitioners, working both as teams and as individuals in Cambridgeshire schools, giving vital therapy and mentoring to emotionally troubled children. Blue Smile's office provides vital clinical administration, communication and fundraising support for our work, as well as overall management of the charity as it works towards our vision of a world where happier children have brighter futures.

We are looking for a highly-motivated and enthusiastic person who has excellent experience of representing a charity and its values to the wider community, working with donors and volunteers to generate income, support for our work and an increased profile.

Overall purpose of the role

- To manage and grow our successful Community Fundraising activity.
- To maintain our donor management database and provide wider office support.
- To be part of our friendly team, working to the Fundraising, Events and Communications Manager. Training, support and mentoring will be given.

Main duties and responsibilities

- Leading Community Fundraising, receiving enquiries, supporting regular donors, community fundraisers, corporate fundraising initiatives and developing schools' fundraising programmes
- Located both in our Cambridge office and out in the community, giving presentations to and working with groups, associations and businesses supporting us
- Both deliver, and co-ordinate volunteer giving of fundraising talks
- Introduce a calendar of events for our supporters, including challenge events
- Assist in creating a fundraising pack and running appeals
- Promote, recruit, manage and work with volunteers including Friends' groups
- Introduce a programme of street collections and arrange licences
- Manage fundraiser use of our fundraising and marketing materials
- Maintain, update and produce reports from our donor management database (ETapestry) with all appropriate information related to the supporter base
- Monitor and receive all donations and share appropriate acknowledgement and appreciation sharing how funds will make a difference

- Liaise with our finance team to process incoming cash and cheques in a timely and organised way
- To manage and review our online fundraising platforms
- To maintain Gift Aid records for all regular individual donors and help maximise this income stream. Support the wider team in the collation and submission of Gift Aid claims.
- Maintain a clean database
- Capture supporters' contact preferences and ensure we are GDPR compliant; ensure appropriate stewarding of supporters and liaise with fundraising manager re other possibilities for supporters
- Supporting communications through sharing of campaigns, our Annual Review and termly newsletters and contributing to promotional and press opportunities
- Join the small and flexible team in supporting any other related duties that may be required from time to time.

Person specification

Experience

- Experience of working in a charity and in community fundraising (desirable)

Skills

- Employed to Degree level (desirable), or A level (essential) or equivalent with competent computer skills, including Word, Excel and, ideally, Dropbox
- An ability to work independently and flexibly in an organised fashion when under pressure, prioritising a fast and varied workload
- Clean driving licence, and access to a car

Personal qualities

- A 'can do', collaborative, outgoing and helpful manner
- Organised and good at planning
- Good interpersonal skills: phone, written and oral
- Passionate about the charity and its cause - and willing to talk to the public about it both formally and informally

Application process

Please complete the application form, to be received by 5pm, on Friday 20th July by: email marked Community Fundraiser Application to deanne.swain@bluesmile.org.uk or by post to Deanne Swain, Fundraising, Communications and Events Manager, Blue Smile, 47-51 Norfolk Street, Cambridge CB1 2LD.

Interviews will take place Wednesday 25th July. Please give a mobile number and email address on which you can be readily contacted, if being called to interview. Please specify your date preference for interview and any restrictions you have in your covering letter/email.