

## **1. JOB DESCRIPTION**

1.1	TITLE	Fundraising Coordinator
1.2	EMPLOYED BY	Crossroads
1.3	RESPONSIBLE TO	Marketing & PR Manager
1.4	STAFF MANAGED	None

## **2. OVERALL PURPOSE OF POST**

- 2.1 To promote the image of the organisation and to create/increase income resources for Crossroads.

## **3. PRINCIPAL DUTIES AND RESPONSIBILITIES**

- 3.1 Identify opportunities to raise awareness of Crossroads and develop links with individuals and groups, including schools, businesses and other organisations, and use these relationships to develop new funding opportunities.
- 3.2 To develop, organise and attend new and imaginative fundraising events to raise awareness of the charity and potential new funding/supporters.
- 3.3 To stimulate and encourage individuals and groups to carry out fundraising activities on behalf of Crossroads, and to support their fundraising efforts.
- 3.4 To recruit and organise fundraising volunteers maintaining good relationships for future events.
- 3.5 To be a contact for fundraising enquiries including responding to telephone calls, emails, and letters.
- 3.6 To be one of the representatives of the organisation delivering talks and presentations to a variety of audiences to raise awareness of the charity.
- 3.7 To identify and secure opportunities for Crossroads to be the beneficiary charity for officially organised events.
- 3.8 To represent Crossroads at functions, fundraising events and cheque presentations when required.
- 3.9 To apply for grants, bursaries and other funding bids.
- 3.10 To work closely with your line manager and colleagues, volunteers to ensure all contacts are aware of events and other fundraising activities and recruit participants, sponsors, and volunteers for those activities, and to thank those supporters after each event.
- 3.11 Plan and implement content for the charity's social media accounts and other communication channels such as radio and newspapers to maintain awareness of the charity and advertise fundraising events.
- 3.12 To meet targets for amount of money raised.
- 3.13 To prepare reports of income and expenditure for individual events.
- 3.14 Ensure compliance with fundraising legislation and follow best practice guidelines.
- 3.15 Attend meetings with colleagues and outside agencies necessary to perform duties and aid business and organisational development.

- 3.16 To attend training courses to develop relevant knowledge and skills.
- 3.17 Participate in supervisions, appraisal and training sessions to ensure that standards are constantly maintained.
- 3.18 To undertake risk assessments for all events.
- 3.19 To positively promote the organisation at all times.
- 3.20 To work and ensure all staff work in a confidential manner concerning families and organisational matters.
- 3.21 To respect and ensure all staff respect the personal choice of lifestyles of colleagues and people with care needs, ensuring that the Equal Opportunities principles are applied at all times.
- 3.22 To work as part of a committed, enthusiastic and dedicated team.
- 3.23 To comply with Crossroads policies and procedures and the IOM Safeguarding Board guidelines.
- 3.24 To undertake any other duties commensurate with the grade and level of responsibility of the post, for which the post holder has the necessary experience and/or training.

## PERSON SPECIFICATION

<b>Skills and Experience</b>	<b>D = Desirable E = Essential</b>
Educated to degree standard	D
Work experience of fundraising Events Coordinator	D
Experience of organising major events	D
Clean driving licence and use of own car	E
Excellent presentation and communication skills including social media skills	E
Ability to compile funding bids	D
High level of computer literacy including ability to create high quality, exciting posters for events	E
Professional fundraising qualification	D
Ability to follow guidelines and procedures laid down by the organisation and current legislation	E
Ability to work flexible hours	E
Commitment to undertake necessary training	E
Ability to work independently or as part of a team	E
Knowledge of carers' needs and the issues affecting them	D
Willingness be involved with fundraising projects that may involve weekend or evening commitment	E