

## **1. JOB DESCRIPTION**

1.1	<b>TITLE</b>	Fundraising Coordinator
1.2	<b>EMPLOYED BY</b>	Crossroads
1.3	<b>RESPONSIBLE TO</b>	Compliance & PR Manager
1.4	<b>STAFF MANAGED</b>	None

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

2.1 To coordinate fundraising events, promote the organisation and to create/increase income resources for Crossroads.

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

- 3.1 To coordinate, deliver and attend Crossroads fundraising events.
- 3.2 Identify opportunities to raise awareness of Crossroads and develop links with individuals and groups, including schools, businesses and other organisations, to develop new funding opportunities.
- 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 be the main contact for fundraising enquiries including responding to telephone calls, emails, and letters.
- 3.5 To be one of the representatives of the organisation delivering talks and presentations to a variety of audiences to raise awareness of the charity.
- 3.6 To identify and secure opportunities for Crossroads to be the beneficiary charity for officially organised events.
- 3.7 To represent Crossroads at functions, community and fundraising events, and presentations when required.
- 3.8 To recruit and organise fundraising volunteers, maintaining good relationships for future events.
- 3.9 To work with the Compliance & PR Manager to market events successfully.
- 3.10 To work with the Crossroads Charity Shops to increase awareness and encourage donations and sales.
- 3.11 To maintain positive relationships with the local community and supporters.
- 3.12 To maintain awareness to the public of the charity's events via social media, posters, and all other communication channels.
- 3.13 To monitor budgets and prepare income and expenditure reports for fundraising events when necessary.
- 3.14 Ensure all fundraising activities comply with fundraising legislation and follow best practice guidelines.
- 3.15 To attend training courses to develop relevant knowledge and skills.
- 3.16 Participate in supervisions, appraisal and training sessions to ensure that standards are constantly maintained.
- 3.17 To undertake risk assessments for all fundraising events.
- 3.18 To positively promote the organisation at all times.

- 3.19 To work and ensure all staff work in a confidential manner concerning families and organisational matters.
- 3.20 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.
- 3.21 To work as part of a committed, enthusiastic and dedicated team.
- 3.22 To comply with Crossroads policies and procedures and the IOM Safeguarding Board guidelines.
- 3.23 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.

#### **4. OTHER INFORMATION**

- 4.1 Contact with vulnerable children and adults is to be expected

## PERSON SPECIFICATION

Skills and Experience	D = Desirable E = Essential
Educated to degree standard	D
Experience in a fundraising role	D
Experience of organising 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