**Events and Community Fundraising Officer**

Thank you for your interest in the role of Events and Community Fundraising Officer, at Pursuing Independent Paths (PIP).

PIP is an ambitious charity supporting adults with learning disabilities to achieve their potential, helping them to be seen, accepted and valued in our society. Currently we support around 60 adults in Westminster and the surrounding London Boroughs to;

* Lead more independent lives
* Improve their health, wellbeing and self esteem
* Gain life skills
* Build social skills
* Increase their interactions within the community

It is a very exciting time for the organisation and we aim to double our services in the coming year. That’s where you fit in. With a major new fundraising campaign under way it’s important that we increase support from our local community. We are looking for a hands-on and passionate fundraiser to join us as PIP’s growth continues. It’s a perfect opportunity for someone who enjoys being fully immersed in and close to the cause.

The right candidate will engage existing and new supporters to take part in our current events and community activities, like our brilliant annual signature event the PIP Mountain Bike Challenge. The successful candidate will also create new ways for the local schools, businesses, community groups, societies and residents to get involved. This is a varied role of which the candidate will be able to take ownership. It’s a great chance to use your experience to shape and carry out a new fundraising strategy at a forward thinking and successful charity.

PIP is a friendly, positive, inspiring and creative place to work. We have a happy, nurturing and supportive team with lots of opportunities to interact with and get to know the people we work to support.

**JOB DESCRIPTION**

**Job Title:** Events and Community Fundraising Officer

**Accountable to:** Fundraising and Communications Manager

**Accountable for:** Increasing awareness of PIP and generating fundraising income from sponsored/challenge events and the local community

**Working hours:** 21 hours per week (we offer flexible and family friendly working weeks/days/hours, but occasional evening/weekend work is part of the role)

**Contract:** 12 months fixed term

**Salary:** £26-29000 per annum pro rata

**DUTIES AND RESPONSIBILITIES**

1. **Identify, develop and promote events and community fundraising opportunities**

* Co-create a fundraising strategy to maximise community and events fundraising including the promotion and delivery of the annual PIP Mountain Bike Challenge
* Plan, coordinate and administer PIP events and community fundraising activities
* Play a lead role in the execution of events alongside the Fundraising and Communications Manager
* Create marketing and communications plans for each activity including regular creation of content for social media, the website and newsletters
* Support fundraisers to plan and execute their own activities
* Be an enthusiastic and passionate representative for PIP at meetings, presentations and events with a view to seeking and developing events and community fundraising opportunities
* Design, order and keep track of PIP merchandise
* Keep accurate income and expenditure records and create timely reports for the Fundraising Manager and Finance Manager

1. **Look after donors, supporters, suppliers and volunteers**

* Be a friendly, professional and enthusiastic first point of contact for fundraising enquiries
* Ensure excellent supporter care to promote long term commitment to PIP and communicate leads for further support to the Fundraising Manager
* Work with staff, students and volunteers to create meaningful ways to show our appreciation to supporters
* Identify, develop and maintain professional and effective relationships with third party agencies and suppliers
* Effectively manage fundraising volunteers and ad hoc staff support according to PIP’s wider volunteer policy

1. **General fundraising support and other duties**

* Promote PIP and represent the organisation within various contexts
* Undertake various administrative support activities to other areas of fundraising as required.
* Maintaining exemplary communication with staff, the people we support, families and other partners
* Undertaking financial and operational administration as necessary in support of PIP
* Driving forward best practice by working within (and contributing to) the framework of PIP’s policies and procedures to ensure a high quality of service; including but not exclusive to safeguarding the health and safety of service users, maintaining confidentiality of information and ensuring excellent equal opportunities practice in all aspects of the role

**PERSON SPECIFICATION**

**Job Title:** Events and Community Fundraising Officer

**1. Personal Qualities**

* Genuine, committed and passionate about their work
* Super organised
* Thinks creatively and loves generating ideas
* Positive, friendly, upbeat and enthusiastic

**2. Education and qualifications**

* Graduate or equivalent experience

1. **Essential skills and experience**

* Experience of sponsored and challenge events and/or community fundraising in the charity sector
* Experience of marketing and communications, preferably in the charity sector
* Brilliant customer service skills, the ability to recognise and meet the needs of individuals and to manage expectations when required
* Excellent written and verbal communication skills and good level of IT literacy, including a working knowledge of social media and CRM databases
* Numeracy and the ability to understand basic financial information
* Experience of working with third party suppliers and agencies
* Excellent organisational skills and ability to plan, keep records, prioritise workload and manage time well
* Ability to focus and work as well independently as part of a team
* Experience of working with volunteers

1. **Desirable qualities, skills and experience**

* Knowledge and experience of working in a small charity fundraising environment
* Knowledge and experience of using Salesforce CRM database
* An understanding of adults or children with learning disabilities and autism, and their families
* Ability to use desktop publishing packages and edit Word Press websites