

## Job Description

<b>Job Title</b>	Fundraising Executive
<b>Reporting to</b>	Fundraising Manager
<b>Hours</b>	37.5 hours
<b>Salary</b>	£15,000 - £18,000 per annum experience depending
<b>Holidays</b>	23 days per annum (excluding Bank Holidays) – 3 days to be held over for Christmas shutdown

<b>Job Purpose</b>	To work with each key function within the fundraising team (Corporate, Community, Trusts and Events) assisting in the development of new income streams and gaining experience across all fundraising sectors. To assist in establishing and nurturing relationships within our overall supporters community and contribute to existing projects and events.
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### Key Tasks:

- To work with the Team of fundraisers on developing an annual mass participation event.
- Work with the Community and Corporate and Events fundraisers on ad hoc projects.
- Develop a strategy to build on our existing programme of fundraising with new events and challenges (held both in the UK and abroad), recruit participants and support them in their complete fundraising journey and maximize on long-term engagement with The Rainbow Centre.
- To run and implement at least 2 smaller events each year.
- To Co-ordinate and produce effective communication across all media in keeping with The Rainbow Centre brand and communications strategy.
- Develop a strategy to increase charity collection pot donations and roll it out across the region.
- To ensure processes and systems including the database are adhered to and are kept up to date.
- Produce regular updates on progress and produce reports for the Board as required.
- Ensure plans are in place to achieve the income and expenditure targets.
- Process donations, produce thoughtful and personalised stewardship.
- Ensure that projects are run within The Rainbow Centre's cost to income directive of less 30%.
- Support the Fundraising Team as and when required throughout the year.

### Team Working

1. Contribute to the vision and mission of Rainbow working with colleagues in all teams to meet the objectives
2. Work closely with colleagues in the fundraising team to contribute to overall strategic planning and budgeting.
3. Support fundraising colleagues at events and corporate days.
4. Work with colleagues to produce news worthy items for social media and the website.

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### **Other**

1. Ensure the health and safety of all colleagues, volunteers & visitors in accordance with the Health & Safety Policy of the Rainbow Centre.
2. Promote equality of opportunity and diversity in accordance with the Policy of Rainbow.
3. Undertake other projects as necessary as agreed with your line manager.
4. Maintain confidentiality at all times.
5. Attend agreed training courses as required to ensure development within role.

### **Communication and working relationships**

The post holder will need to maintain positive working relationships with the following people:

#### **External:**

- Individual supporters in the community
- External challenge event organiser's
- Local media
- Local businesses

#### **Internal:**

- Corporate, Community, Trusts and Events Fundraisers
- CEO
- Finance Manager
- Service Team
- Service Users
- The Rainbow Centre wider team as appropriate
- Volunteers

### **General**

- Be committed to the values and ethos of the Rainbow Centre.
- Be sensitive to the needs of the parents, children and adults entering the conducive education environment.
- Work well under pressure.
- Have excellent organisational skills.
- Have an excellent telephone and face to face manner that reflects the ethos of the Centre.
- The ability to work as part of a team as well as individually.
- Maintain the integrity and confidentiality of the Centre.
- Contribute to the goodwill needed to provide the right atmosphere for all participants to feel confident, safe and at home.

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#### **Person Specification**

##### **Essential Requirements**

- Excellent interpersonal skills including face to face, telephone, written and presentations.
- Ability to organise and prioritise workloads
- Able to work flexible hours as required (including evenings and weekends as required)
- Ability to work as part of a multi-disciplinary team
- Valid Full UK Driving License and use of a car

##### **Desirable**

- Previous experience of fundraising, event planning or challenge events
- Have a proven track record of achieving targets preferably within a fundraising environment.
- Good understanding of fundraising procedures and best practice

##### **Qualities**

- Calm under pressure
- Excellent organisational skills
- Ability to work alone or as part of a team
- Highly motivated and enthusiastic personality

**All staff are subject to a DBS check through the Disclosure and Barring Service; are required to provide proof of their right to work in the UK and if they have lived abroad overseas police clearances will need to be sought.**

**This job description sets out the main duties of the post at the date when it was completed. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Annual targets shall be agreed and noted on your Personnel File/Appraisal Form.**