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| **Job title: Community and Fundraising Officer** |
| **Department:** Fundraising/Marketing |
| **Work location:** Longfield Hospice |
| **Reports to:** Senior Fundraising and Relationships Manager |
| **Responsible for:** No direct reports |
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# Job purpose

The Community and Fundraising Officer will play a crucial role in supporting donor relationships, event coordination, corporate partnerships and community partnerships.

## Main duties and responsibilities

**Events Support**

* Provide support to the Events and Relationships Lead in delivery of fundraising events, including community events, corporate engagement events and donor receptions.
* Work with the CRM Analyst around preparing guest lists for events and updating the CRM system with information from events and partner engagement as and when required.
* Attend events to provide on-the-day support, ensuring smooth operations.

**Major Donor Fundraising Support**

* Assist with stewardship of major donors, including sending thank-you letters and updating the CRM system.
* Research potential donors, prospective corporate partners and community groups.

**Corporate Fundraising Support**

* Support the Corporate and Community Lead in meeting the needs of corporate partners.

**Community and Individuals**

* Provide support to the Corporate and Community Lead in providing support around community fundraisers, community events and individual fundraiser activities, in particular challenge events.

**Marketing & Communications Support**

* Work with the marketing team to support fundraising campaigns across digital and print media.
* Help produce donor and corporate engagement materials.
* Provide content and updates for fundraising-related website pages and social media posts.
* Support Digital Media Officer in planning and implementing web and social media campaigns.

The job description sets out the main duties of the post at the date when it was drawn up. The duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence.

# Person Specification

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| **Attributes** | **Criteria** | **\* How measured** |
| **Experience** | **Essential**   * Experience in fundraising, events, marketing, or administration (voluntary or paid). * Experience supporting events or donor stewardship. |  |
| **Qualifications and training** | **Essential**   * A ‘levels or equivalent qualifications * GCSE level 4 to 9 in English and Maths or equivalent qualification |  |
| **Knowledge, skills and abilities** | **Essential**   * Strong organisational skills and attention to detail. * Good written and verbal communication skills. * IT proficient, with experience using databases, Microsoft Office, and online tools. * A proactive and positive attitude, with a willingness to learn. * Passion for the work of Longfield Community Hospice. * Ability to work both independently and as part of a team.   **Desirable**   * Knowledge of CRM systems such as Donorfy and Social Media channels * Knowledge of Wordpress |  |
| **Job circumstances** | This role will be based at Longfield Hospice, but may be able to work on a hybrid basis | |

**\* A: application**

**I: interview**

**E: exercise**