



Job Description

Job Title: Community Fundraising Officer

Reports to: Head of Fundraising

Job purpose:

You will be proactive in engaging local communities to maximise income generation by developing a plan to gain more supporters. You will be responsible for growing income by developing and maintaining relationships with volunteers, schools and other community groups.

Key Accountabilities

- Develop an annual plan to maximise income from community fundraising
- Implement an ongoing campaign to recruit and retain fundraising volunteers to support the community fundraising plan
- Maintain a research programme to identify and approach community groups
- Ensure that all community fundraisers and volunteers receive an excellent standard of customer care and feel that their contribution is recognised, valued and actively acknowledged to encourage and develop long term relationships
- Develop and nurture relationships with all volunteer community fundraisers including providing support, training and motivation to help ensure their fundraising is successful
- Attend meetings, presentations and events as required
- Develop the 'big bibic bake off' as a mass participation event, working with the wider fundraising and communications team to ensure they promote it to their contacts and supporters
- Oversee and develop the charity's challenge events programme and recruit participants
- Maintain accurate income and expenditure records for each event to ensure events are organised cost effectively and within agreed budget
- Work with the PR and Marketing Team to develop fundraising materials suitable for the different target groups
- Work with the PR and Marketing Team to ensure Community events and activities are recognised on bibic's social media channels, website and in the media

- To ensure all contact and donations are up to date on the charity's database; Donorflex
- Work with the Family Services team to ensure their work is accurately reflected in all that you do and to obtain representation at presentations as required

General Requirements

- Policies and Procedures – ensure that all bibic's Policies and Procedures are adhered to at all times.
- Best Practice - adhere to the highest standards of corporate fundraising best practice as set out in the Fundraising Regulators Fundraising's Code and ensure that all activities comply fully with General Data Protection Regulation obligations and any other legislation.
- Confidentiality – acknowledging the need for professional sharing of necessary information with relevant parties, maintain a strict confidentiality of information both internal and external.
- Performance – participate in regular supervisions and annual appraisal with the Head of Fundraising.
- Other duties – undertake any other duties as reasonably required by the Head of Fundraising, CEO or Trustees. Note, that this job description is not contractual and may change over time as agreed with the Head of Fundraising, CEO and Board of Trustees.
- To promote bibic's good name, and an effective working relationship, with outside organisations.
- To work outside office hours, travel, and make overnight stays when required
- A 'hands-on' and 'can-do' attitude.
- The post holder needs to demonstrate the maturity to manage a wide range of relationships in a positive manner and therefore able to command the respect of fundraisers, marketing and others from all departments.

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Due to the dynamic nature of the sector we work in, job descriptions are subject to review.

Job holders are expected to be flexible and may be required to undertake duties which are not described in those above.

Terms and conditions

Salary: £21,000
Contract: Permanent
Holiday: 20 + 3 mandatory days between Christmas and New Year, plus bank holidays
Hours: 37.5 hours per week
Location: Langport, Somerset, with local, regional and national travel as required
Pension: You will be eligible for bibic's auto-enrolment scheme
Other Benefits: Life Insurance following 1 years' service and group permanent health care.

References – this role is subject to the receipt of a satisfactory Enhanced Disclosure and Barring Service check and suitable references.

Person Specification

Essential	
Skills, Knowledge, Experience, Education	Experience of working within a community fundraising or similar role for a minimum of one year.
	Experience of managing projects and events
	Experience of achieving financial targets
	Confident public speaker with the ability to deliver presentations and pitch for support articulating information in a persuasive manner.
	Experience of managing budgets
	Strong planning and organisational skills including project planning, reporting and follow-up, personal self-management and work administration.
	Experience of managing multiple projects or activities
	Understanding of the principles of customer care.
	Accomplished user of IT and database systems including Microsoft Word, Excel and PowerPoint.
	Highly effective in management of own time and workload with the ability to work well on own initiative and as part of a team.
Clean driving license and passport holder, willing to travel including abroad.	
Abilities	A proactive and energetic personality, flexible and enthusiastic. Able to think creatively and problem solve

	Highly self-motivated, proactive, ambitious and results-driven. Ready to seize new opportunities, research and source new ideas. A track record of delivery and seeing things through to completion.
	A strong relationship builder who is polite and charismatic.
	Demonstrates initiative to get things done with the ability to plan for key milestones.
	Ability to think laterally to match bibic with external organisation's aims, values and mission to create a case for support.
	Willingness and ability to work unsociable hours as required at events and business meetings.
Desirable	
	Experience and good awareness of social media.