

Job Description Community Fundraiser

This is an exciting opportunity to join Independent Arts in the charity's first, dedicated Community Fundraising role.

The role will play a pivotal part in the development of Independent Arts. The Community Fundraiser will create, build and maintain long lasting relationships to ensure the charity can continue and expand delivery of its vital work across the Isle of Wight.

There is fun and creativity to be had in the role; we need the right person to bring their experience, inventive nature and warm personality to help shape our community fundraising future.

We are looking for someone who has experience in forming relationships with both businesses and individuals, has confidence in public speaking, and most importantly, has a passion for making a difference.

Duties and Responsibilities

To support the Chief Executive in shaping the Community Fundraising strategy for Independent Arts.

To be committed in delivering a fundraising target to ensure the charity can strengthen and continue its work across the Isle of Wight.

To bring enthusiastic and creative community fundraising ideas to the charity to help demonstrate to the residents of the Isle of Wight how their support can make a difference while enjoying their fundraising.

To provide the best supporter experience to all fundraisers; creating and fostering new relationships, developing these into long term partnerships which encourage repeat fundraising.

To inspire, motivate and drive supporters to reach their own fundraising targets.

To prospect and research community groups and local businesses and deliver presentations to potential and current supporters.

To recruit volunteers to support with community fundraising and raising awareness of the charity leading to increased donations and support.

To create and lead a main mass participation event for the charity using initiative, experience and relevant field research.

To research and deliver specific community fundraising products dependent on the economic climate and interests of local residents

Ensure all community fundraising policies and procedures are up to date and in line with current legislation and the Fundraising Code of Conduct.

Administration duties:

To manage and maintain the donor database and ensure communications and gifts are logged. All confidential information must be handled in accordance with GDPR guidelines.

To provide first class supporter engagement through telephone calls, meetings, letters and ensuring all supporters are thanked and acknowledged in a timely manner.

Manage online fundraising sites and help and encourage supporters in using these to maximise revenue.

Creating marketing materials including fundraising packs, posters and website copy to recruit supporters and advertise events.

Other

Due to the nature of the role you may have to work unsociable hours, and must hold a full UK driver's license with access to your own car.

Expected salary allocated to this role c £15,000 pa based on 25 hr working week.