

Cystic Fibrosis why we're here

Job description

Job Title:	Community Fundraiser - Northern Ireland
Reporting To:	Community Development Fundraising Manager
Responsible for:	No direct reports
Department:	Fundraising
Location:	Home Based
Hours:	3 Days a week / 21 hours per week
Salary:	£26,265 pa FTE (Pro Rota salary £15,975 pa)

Main Job Role

Deliver high levels of stewardship to a variety of volunteers, supporters, and community events. Identify and prospect for fundraising opportunities to maximise fundraising activity and income. Significantly raise regional profile to grow core income and supporter/donor involvement.

Main Duties

1. Responsible for the management and development of volunteer community fundraisers
2. Use of exceptional stewardship skills to guide, support and retain volunteers, supporters, and donors by demonstrating in-depth knowledge and understanding of the supporter/donor journey.
3. Use of existing and new networks to maximise potential fundraising activities, whilst deepening supporter/donor relationships to drive second actions.
4. To attend and represent the Cystic Fibrosis Trust at meetings and events when required.
5. Increase regional visibility through effective marketing and communication of fundraising activities using a variety of media including but not limited to: digital, white copy (e.g. newsletters, posters etc.), telemarketing etc. balancing cost and expected impact.
6. Collaborate with other income generation teams and wider, to maximise income potential, fundraising support, and donor development.
7. Support the Community Development and Fundraising Manager to develop a range of plans that enable the Trust to achieve its income generation targets through community fundraising activities.
8. To use a range of systems and databases to accurately record, supporter information in line with GDPR.
9. Act as the 'go to' person for volunteers, branches, and groups on all aspects of event management and community fundraising activity.
10. Undertake community development and fundraising activities in accordance with Trust policies and procedures, good practice and within charity law, managing contracts, agreements, and relationships appropriately.
11. Undertake any other reasonable duties consistent with the skills, duties, and managerial level as directed by the Trust.

Person Specification: Community Fundraiser - Northern Ireland

Experience	
Essential	Desirable
<ol style="list-style-type: none"> 1. Educated to A level or equivalent 2. Proven experience of community fundraising and volunteer management. 3. Significant understanding of relational fundraising and relational management principles. 4. Managing and updating budget/financial information to achieve income and expenditure targets. 5. Effective project management experience to achieve agreed delivery and outcomes. 6. Experience of using Microsoft Office Suite, including word, excel, PowerPoint etc. to produce a range of documents and information. 7. Working independently and as part of a team to reach allocated targets. 8. Experience of fundraising databases. 9. Experience of other fundraising departments. 	

Skills and Knowledge	
Essential	Desirable
<ol style="list-style-type: none"> 1. Well-developed oral and written communication skills with the ability to influence, engage, negotiate, and present to diverse audiences. 2. Ability to collaborate effectively with a range of people using appropriate working styles to achieve team and organisational goals. 3. Awareness of and experience of using a range of digital platforms. 4. Excellent attention to detail. 5. Ability to use initiative to find solutions. 6. Ability to work with independence but also as part of the team. 7. Excellent relationship management skills. 8. Effective time-management with the ability to manage conflicting priorities and to work flexibly as agreed with the line manager. 9. Understanding of Gift Aid, Data Protection Laws, and insight of fundraising codes of practice. 	

Personal Qualities	
Essential	Desirable
<ol style="list-style-type: none"> 1. Target oriented but also able to see the bigger picture. 2. Able to collaborate with others within own and wider teams 3. Able to manage multiple relationships. 4. Able to manage stakeholder relationships 5. A team player. 	<ol style="list-style-type: none"> 1. Able to be self-directed when working alone and collaboratively as part of a team. 2. Creativity, innovation, and resourcefulness to identify opportunities.

<ul style="list-style-type: none"> 6. Able to maintain own resilience and to motivate self and others. 7. Able to manage self during times of organisational change and uncertainty. 8. A passion for the Cystic Fibrosis Trust's vision. 9. A confident decision maker. 10. Excellent customer service manner and relationship builder. 	
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Other Requirements	
Essential	Desirable
<ul style="list-style-type: none"> 1. Full UK driving licence and access to a road worthy car and have business insurance. 2. Able to work flexibly, including working in the evenings and at weekends. 3. Ability and willingness to travel throughout the UK to attend supporter led events 4. Ability and willingness to attend Head Office and other venues throughout the UK for meetings, workshops, training courses and Trust events 5. Attend team and organisational meetings to report on progress and actively contribute to discussions. 	

This JD and PS was updated February 2021