

<b>Job Title:</b>	Community, Events & Corporate Fundraiser		
<b>Directorate:</b> Communications and Fundraising	<b>Level:</b> 4	<b>CHSS Ref No.</b> FUN05	

**Reports to:** Community Events & Corporate Fundraising Manager

**Role Purpose:**

To be the regional face of CHSS within the community and the first point of contact for those wishing to raise funds for or support the charity. To inspire those within their regional area of Scotland to support the charity through fundraising and volunteering and build long term, positive relationships at all levels.

To represent the charity at regional community and business networking and similar events providing up to date information about the work of CHSS and opportunities to support the charity whilst continually seeking potential relationships.

**Key Accountabilities:**

Descriptor	Performance Measure
<p>Promote, secure and effectively steward fundraising relationships within the community, linking them in to appropriate CHSS products and sourcing new areas of income and support.</p> <p>Ensure compliance with any relevant Codes of Fundraising and CHSS policies and procedures.</p> <p>Manage higher level/value/complexity relationships personally and delegate other relationships to relevant colleagues.</p>	<ul style="list-style-type: none"> <li>• Growth in numbers of and scale of fundraising relationships/partnerships</li> <li>• Number of presentations delivered</li> <li>• Feedback from supporters</li> <li>• Number of leads shared</li> <li>• Regular/repeat support from individuals/groups secured</li> <li>• Compliance issues addressed</li> <li>• Quality and number of social media and press stories generated</li> </ul>
<p>Develop community corporate fundraising relationships in collaboration with the wider fundraising directorate.</p>	<ul style="list-style-type: none"> <li>• Leads shared across the team</li> <li>• Relationships secured</li> <li>• Corporate pipeline developed across the region</li> <li>• Number of networking events attended / meetings held</li> </ul>
<p>Manage and develop any assigned events/programmes to achieve agreed participation and income targets.</p> <p>Ensure health and safety procedures are</p>	<ul style="list-style-type: none"> <li>• Income and participation targets are met or exceeded</li> <li>• Feedback from event participants and suppliers/ partners</li> <li>• Number of leads generated / shared</li> </ul>

followed and high-quality events are delivered.	<p>from events</p> <ul style="list-style-type: none"> <li>• Quality of risk assessments and review of incidence reports/ actions taken to deal with incidents.</li> </ul>
Recruit, work with and develop volunteers in the region, to enable fundraising and events to be as effective as possible – ensuring Investors in Volunteers standards are maintained.	<ul style="list-style-type: none"> <li>• Number of volunteers recruited</li> <li>• Number of volunteers retained</li> <li>• Feedback from volunteers</li> </ul>
<p>Work with line manager to develop suitable budgets to meet team income growth goals.</p> <p>Responsible for achieving targets, regularly monitor and report progress against budget and put in place mitigations when required.</p>	<ul style="list-style-type: none"> <li>• Production of appropriate budgets</li> <li>• Effective forecasting and reporting of income / expenditure</li> <li>• Effective and timely contingency plans created as and when required</li> <li>• Income targets met</li> <li>• Colleague feedback</li> <li>• Evidence of increased cross-departmental understanding</li> </ul>
Development of excellent relationships with CHSS colleagues and increase understanding of the role of fundraising to enable delivery of fundraising objectives within your region.	<ul style="list-style-type: none"> <li>• Colleague feedback</li> <li>• Evidence of increased cross-departmental understanding</li> </ul>
Deputise for the Community, Corporate and Events Fundraising Manager when required.	
Use the Raiser's Edge database to manage all potential and realised fundraising contacts across all programmes in line with charity and data protection legislation. Also ensure accurate data sharing across the Fundraising department.	<ul style="list-style-type: none"> <li>• Meet data accuracy and input targets</li> <li>• Lack of complaints</li> </ul>

### Key Challenges

- Involves very careful time management and prioritisation based on ROI. Required to be self-sufficient and able to work independently with minimal supervision.
- Developing varied relationships from groups to businesses and individuals to deliver fundraising targets.
- Needs flexibility in working hours. Ability to work long days and over weekends during busy fundraising periods. Role also requires the ability to carry out physical work sometimes in adverse weather conditions (eg. event set-up).

### Key Results / Objectives

- To generate support and income from community, corporate and events income streams working to agreed KPIs and objectives.
- To manage and achieve development targets, taking a lead and individual responsibility for specific projects.
- To build relationships with volunteers and help recruit new volunteers to aid the growth in fundraising support required in the area.
- To proactively approach schools, groups, organisations and companies to deliver presentations and information about the charity.
- To work with the Community, Events and Corporate Fundraising Manager – to promote and develop event fundraising activities working to agreed KPIs.

**Key Relationships (Internal & External)**

**Internal contacts:**

- Fundraising team
- Communications team
- Retail regional teams
- Services regional teams
- Volunteer team
- CHSS Health & Safety Advisor
- Other staff and volunteers across CHSS

**External contacts:**

- Supporters and volunteers
- Potential supporters
- Community groups
- Regional businesses
- Event suppliers (including local authorities and emergency services)
- Events stakeholders

**Education & Qualification:**

Relevant experience in fundraising or sales.

**Skill & Experience:**

**Experience**

- A proven track record in fundraising / sales
- Experience in community fundraising
- Experience of events management including Health & Safety
- Experience of managing volunteers

**Skills**

- A good communicator (face-to-face, presentations, etc) with the ability to create and maintain relationships using a variety of media
- Ability to develop effective and supportive relationships with colleagues
- Excellent networking and negotiation skills and the confidence to deal with people of all levels of seniority
- An innovative attitude – willing to try new things and learn from experience
- Good personal organisation and time management skills, including the ability to initiate activities, be self-motivated, and work to tight multiple deadlines
- Self-starter, willing to work alone as well as part of a team
- Understanding and awareness of the key issues affecting Community and Events fundraising and the charity sector in Scotland (and regional variations on this), including knowledge of relevant regulations (GDPR, Code of Fundraising Practice, Health & Safety regulations).
- Resilient, “Can-do” attitude and the ability to problem solve
- Knowledge and understanding of the effective use of Raisers Edge (or other CRM) and data management to deliver results
- A flexible and creative thinker
- Good attention to detail