

Keynsham and District Mencap Society

Job Description

Job Title	Fundraiser
Job Holder	
Line Manager	Chair of Trustees: Kath Dawson and Operations Manager: Laura Jefferies
Post Description/Scope of the Post	
Working on behalf of the Executive Committee (the Trustees) the Fundraiser has prime responsibility for securing the necessary funds to ensure the delivery of programmes and projects managed by Keynsham & District Mencap Society (thereafter known as the Society). The post holder will be required to manage their resources to ensure timely, effective and efficient communication with both internal and external stakeholders. This position has the authority to send and receive correspondence on behalf of the Society for the purpose of raising funds and other related documentation, using the post holders name and signature as representative of the Society.	
Line Management & Supervisory Responsibility	
The post holder does not have any supervisory or line management responsibility.	
Accountability	
The post holder is accountable to the Trustees (the Executive Committee) and also is operationally accountable to the Operations Manager.	
Duties	
<p>The post holder will have prime responsibility for researching and applying for grants to provide funds for the Society, together with assembling and giving feedback reports to the donors. They will also be responsible for delivering a programme of fundraising activities and projects to ensure that the Society has the required means to deliver an effective programme of provision for its members.</p> <p>Specific duties will include:</p> <ul style="list-style-type: none"> • Prepare business cases in support of grant applications for charitable trusts and other grant giving bodies. • Identify, plan and co-ordinate the completion of fundraising events (min 5 per year). • Produce a monthly fundraising report for consideration at the Executive Committee meeting. • Identify and highlight any areas of concern or problems in securing funds. • Co-ordinate marketing activities across multiple media disciplines for up and coming fundraising events, publicise good news stories and success of fundraising events. • Prepare and deliver presentations on behalf of the Society for fundraising purposes. • Contribute information for the Society's newsletter. • Update the website on up any fundraising news and coming events. • Send out the monthly e-newsletter • Engage with local organisations to promote the work of the Society, with a view to securing sponsorship or donations and generally heighten awareness of our activities and ethos. • Work with current business partners committed to support the society through fundraising of volunteering. • Maximise fundraising using the Gift Aid Scheme and other online fundraising platforms. • Identify and contribute to the implementation of processes and procedures that may enhance effective office procedures, including management of staff, volunteers' and members' communication. • Proactively look for new and engaging ways to raise funds within the community. • Recruit and support volunteers for fundraising events. • Support and encourage individuals who take on personal challenges and sponsorship events. 	

Qualifications, Training and Experience - Essential	
No formal qualifications are required for this post. A good level of IT literacy and previous experience of using Microsoft applications. The post holder will be expected to demonstrate experience of work effectiveness, transferable skills that can be used for effective fundraising activities. Flexibility to work some evenings and weekends.	
Experience – Desirable	
The ability to quickly learn basic skills in the deployment of mailshots and wordpress tasks. Use of Canva to produce engaging posters.	
Training and Development	
Keynsham & District Mencap Society is committed to maintaining and supporting the skills of all staff and volunteers. The post holder must ensure that they discuss their training and development needs with their Line Manger on a six monthly basis.	
Confidentiality and Data Protection	
The post holder is responsible for ensuring the confidentiality of all society information and documents. Personal information relating to members and volunteers must be held in accordance with the Data Protection Act 1998 and not released to any third party without the written permission of the individual.	
Diversity and Equality	
The post holder will support the Keynsham & District Mencap Society Diversity and Equality Policy, ensuring that the contributions of all members and volunteers will be acknowledged and valued regardless of disability, race, gender, sex or religious beliefs.	
Health and Safety	
The post holder is responsible for ensuring their own health and safety and that of colleagues, members and volunteers by creating a clean, safe and hazard free working and social environment. Any incidents of a health and safety nature must be recorded and reported to the Activities and Operations Manager.	
Job Description and Objectives	
The post holder is responsible for ensuring that they are familiar with and understand the job description and objectives for this post.	
Annual Review	
The post holder will meet with their line manager each year to review progress and to test whether the Job description is still appropriate given the changing needs of the Society.	
Post Holder Agreement of Job Description	Line Manager Agreement of Job Description
Signature:	Signature:
Print Name:	Print Name:
Date:	Date: