

JOB DESCRIPTION
GRIEF ENCOUNTER SOUTH WEST
FUNDRAISING CO-ORDINATOR - BRISTOL

Grief Encounter was set up in December 2003 to ensure that bereaved children and their families receive the best possible support following the death of a loved one. Grief Encounter is a leading UK bereavement charity, providing free, professional services and support to bereaved children, young people and their families. We predominantly work in London and Bristol whilst also having a national reach through our helpline 'grieffalk' and through the distribution of Grief Relief Kits.

JOB TITLE:	Fundraising Co-ordinator - Bristol
SALARY:	£20-£25k per annum FTE depending on experience
CONTRACTED HOURS:	32 hours a week, 4 days a week (open to offers of a variety of hours) One year contract with a view to extend
LOCATION/BASE:	Bristol office base with some flexible home working
RESPONSIBLE TO:	Fundraising Manager – Bristol
ACCOUNTABLE TO:	Head of Fundraising

JOB SUMMARY:

- to deliver administrative, creative and management support to help the growth of key income lines, including Grief Encounter events, Community giving, Treks and Challenges, and Corporate relationships to help achieve our overall team fundraising target.
- be willing and able to travel with the ability to work some evenings and weekends.

MAIN DUTIES AND RESPONSIBILITIES:

You will be working towards the following key objectives. The role is flexible and will vary according to the needs of the team and the background and experience of the successful candidate:

- be the main point of contact in the charity for third party, volunteer fundraisers, providing support, advice and encouragement ensuring the highest level of supporter care.
- research, identify and secure fundraising opportunities in target local communities and corporates by submitting cases for support, charity of the year proposals and attending meetings to secure support and new fundraising opportunities.
- engaging and leading each individual relationship to deepen a long-term partnership with the charity.
- working closely with our Treks and Challenges manager and Fundraising manager.

- promote our events in local communities and to corporate partners to encourage sign ups.
- supporting the Trusts and Grants team to secure funds.

OTHER GENERAL DUTIES

- responding to telephone and email enquiries, providing fundraising information.
- ensuring the smooth organisation and running of key fundraising events.
- attending networking functions to build relationships.
- co-ordinating and managing collection tins and looking into setting up digital collection points in key communities with high footfall.

TO ACHIEVE THESE OBJECTIVES, THE FUNDRAISING CO-ORDINATOR WILL BE EXPECTED TO:

- ensure the brand and services are promoted appropriately at all opportunities.
- strive to continuously deliver exceptional account management and exceed targets.
- develop robust partnership plans detailing ways to maximise income generation and processes to deepen and strengthen partnerships.
- work closely with all the team, to explore, identify and secure additional community and corporate fundraising opportunities through existing relationships.
- at monthly one to ones, feed in accurate forecasting and pipeline figures for each relationship, supporting the Fundraising Manager with accurate budgeting.
- use Etapestry (CRM) system to accurately record communications and income.

CHARITY DEVELOPEMENT:

- maintain and develop organisational culture, values and reputation with all stakeholders and staff.
- network and liaise with outside agencies.

PERSON SPECIFICATION:

Skills, experience & personal qualities

- evidence of a proven track record of growing income through establishing, developing and nurturing volunteer fundraisers, corporates and community groups.
- experience in delivering presentations and attending events.
- be self-motivated with strong organisational and administration skills.
- have excellent verbal and written communicator with a great attention to detail.
- have a competent level of computer literacy, including use of Microsoft Outlook, Word, Powerpoint, Excel.
- be respectful, non-judgemental and empathic towards clients/colleagues.
- show a sense of responsibility and commitment to organisational excellence with integrity, honesty and professionalism.

REVIEW:

There will a three-month probationary period, following which there will be a one-month notice period. This job description will be reviewed as necessary to meet the needs of the service on no less than an annual basis in consultation with the post holder.

This post is subject to an enhanced search with the Criminal Records Bureau