

JOB DESCRIPTION

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 parent, sibling and someone close. We deliver both local and national bereavement services. Please see our website for further information: www.griefencounter.org.uk

JOB TITLE:	EVENTS & COMMUNITY FUNDRAISING MANAGER
SALARY:	£36,000 to £39,000 per annum (FTE)
LOCATION:	Mill Hill, London NW7 4ST
CONTRACTED HOURS:	40 hours a week (inclusive of one hour paid meal break daily), 5 days a week.
RESPONSIBLE TO:	Head of Philanthropy and Special Events

Our Vision: A world where no child grieves alone.

Our Mission: To help bereaved children, young people and their families find hope and healing.

Our Values: are very important to us and as a member of the Grief Encounter team, you will be expected to hold these in your day to day work:



Through times of grief, we deeply understand the profound influence of community. We honour heritage, diversity and the important bonds that nurture our sense of self and our collective contributions to provide hope, healing and fulfilling lives.



We're not afraid to face grief head on and tackle difficult conversations openly and honestly with others. This gives everyone the courage to freely express their emotions and actively participate in making a difference.



We dedicate ourselves to the lives of bereaved children and families. With unwavering resolve, we champion the needs of every child to shape hopeful futures, with care, warmth and positivity, nurturing the past, present and future lives.

JOB SUMMARY:

The Events & Community Fundraising Manager will play a pivotal role in planning, coordinating, and delivering a diverse range of high-value fundraising events while also developing and managing community driven fundraising initiatives.

This role requires a highly organised, self-motivated individual with excellent event coordination, and community outreach skills to ensure successful fundraising campaigns, events, and partnerships.

MAIN DUTIES & RESPONSIBILITIES:

Event Planning & Management

- Plan, manage, and deliver a programme of fundraising events, including Golf Days, Variety/Comedy Night, our flagship Forget Me Not Walk.
- Support and work closely with the Head of Philanthropy and Special Events on the Gala Dinner 2026.
- Lead event logistics from conception to execution, including venue selection, supplier coordination, ticket sales, and volunteer recruitment.
- Work closely with internal teams to ensure events maximise fundraising potential, donor engagement, and supporter stewardship.
- Secure advertising, auction and raffle prizes, and gifts in kind to maximise event profitability.
- Work with the Head of Partnerships to secure event sponsorship
- Line management of the Fundraising Administrator.
- Evaluate event success, producing reports and recommendations for future improvement.

Community Fundraising & Engagement

- Develop and implement community fundraising strategies to engage local groups, schools, businesses, and individual supporters.
- Build and nurture strong relationships with donors, volunteers, and community organisations to enhance fundraising opportunities.
- Account management of third party, volunteer fundraisers, providing support, advice and encouragement ensuring the delivery of a cohesive and effective supporter journey.

- Research, identify and secure fundraising opportunities in target local communities (schools, colleges, Universities, golf clubs, gyms, volunteer community committees etc).
- Track and manage all fundraising being done by community fundraisers, engaging and leading each individual relationship to deepen a long-term partnership with the charity as well as getting introductions to their networks to widen our regional fundraising base.
- Manage talks, presentations, and attendance at community fundraisers, including schools talks, 3rd party events and remote presentations to groups always being considerate of ROI and developing long-term, sustainable relationship.
- Recruit, train, and manage volunteers for events and community fundraising efforts, ensuring a positive and rewarding experience.
- Represent the organisation at networking events, presentations, and external engagements to promote fundraising opportunities.

Financial & Operational Management

- Set and monitor income targets, ensuring that expenditure is managed effectively and return on investment is maximised.
- Lead on budgeting, income phasing, and reforecasting for events and community fundraising activities.
- Manage donor and supporter records using e-Tapestry, ensuring accurate data entry, reporting, and tracking of fundraising activities
- Coordinate all event invitations, mailings, donor acknowledgments, and post-event stewardship activities.

Other

- Uphold, safeguard and promote the organisation's values and philosophy relating particularly to ethics, integrity, corporate and social responsibility and environmentally sound policies and procedures.

PERSON SPECIFICATION

Qualifications:

- Degree level education or qualified by experience.

Skills & Experience:

- Proven experience in fundraising, event planning, and/or community engagement.
- Strong relationship-building and networking skills.

- Excellent communication and presentation skills.
- Highly organised with strong project management and time-management abilities.
- Budget management and financial forecasting experience.
- Experience using fundraising databases (e-Tapestry or similar) is desirable.
- Line management experience is desirable.

Personal qualities:

- Ability to work collaboratively and motivate supporters, volunteers, and donors.
- Willing to attend events and external meetings with people from a variety of backgrounds and of all ages.
- Demonstrates great attention to detail.
- Able to work effectively within a team and be self-motivating.
- Respectful, non-judgemental and empathic manner.
- Able to actively listen, seek information, and ask questions to ensure the understanding of underlying concerns of others.
- Resilient when dealing with sensitive and at times difficult situations.
- Flexible, pro-active and open attitude to work.
- Passionate about Grief Encounter's mission and committed to making a meaningful impact.

REVIEW:

This job description will be reviewed as necessary to meet the needs of the charity on no less than an annual basis in consultation with the post holder.

This post is subject to pre-employment checks including an enhanced DBS check.