

## The Elizabeth Foundation (TEF)

We are looking for a confident community fundraiser to help us continue the life changing work we do, helping to support young deaf children and their families.

### Job Description

Job Title	Community Fundraising & Social media Coordinator
Responsible to	Fundraising Manager
Responsible for	Event /Community Volunteers
Location	The Elizabeth Foundation, Cosham, Portsmouth
Hours	Full-time including some evenings and weekends.
Salary	£17,000 - £21,000 (dependent on experience)

The Elizabeth Foundation is committed to safeguarding and all our activities are carried out in the context set by our Safeguarding Policy

### Key responsibilities

- To work with the Fundraising Manager to achieve individual targets in respect of Community Fundraising activities. This will include planning and implementation of a strategy to engage and support individuals and groups of supporters to organize third party fundraising events and challenges in aid of The Elizabeth Foundation.
- To actively support the Fundraising Manager to maintain and increase support from Corporate Supporters and their staff, ensuring they are kept informed of the difference their support is making and encouraging support via face to face activity and digital channels.
- To support the planning and delivery of The Elizabeth Foundation's regular fundraising activities, including donor management and inclusion.
- To take an active part in Fundraising Team meetings, contributing to the development of new fundraising and administrative ideas, analysis of income streams and review of volunteer resource deployment.
- To seek opportunities to raise awareness of the work of TEF, the need for support and impact of our outstanding services, including giving presentations, attending networking events and supporting local community events.
- To host visits to The Elizabeth Foundation from individuals, schools, churches, business and local community leaders, with appropriate training provided by the Fundraising Manager and our expert team.
- To initiate and develop new relationships with schools, churches, WI, rotary and other organisations within the area and engage them in fundraising activities and initiatives; this may involve speaking at meetings, assemblies, attending school events etc.
- To work with the Fundraising Manager and existing volunteers to expand the group of volunteers available to support various fundraising activities including overseeing a number of annual community and challenge events, administration, maintenance of collection boxes and obtaining raffle prizes.
- To help create and implement engaging social media posts, ensuring a well-planned and regular flow of news and events to update current supporters, as well as looking to increase our supporter base at all times. You will work with our experienced team, including the Media Manager and volunteers to raise the profile of the charity through the public's increased awareness of activities. You will be required to ensure that social media posts are written to

the highest standard and conform to all appropriate policies/procedures, including safeguarding.

- To accurately update supporter/family data, adhering to the GDPR policy and to help run CRM system queries and reports at the request of the Fundraising Manager/others (following a period of training) and liaising with the CRM helpdesk with a view to becoming a system super user.
- To ensure Risk Assessments are carried out and accurately documented for all events in line with Health and Safety regulations.
- To work closely with the Finance Team and Fundraising Manager to ensure that supporters are personally thanked in a timely and appropriate manner, with all records updated, and to be proactive in seeking further support when appropriate.
- Any duties reasonably assigned by the Fundraising Manager/Senior Management Team.

### Internal/External relationships

- To represent the organisation to the media and at public events, giving high quality talks and presentations.
- To develop and maintain excellent working relationships with relevant individuals, organisations and partnerships.
- To keep staff informed and encourage involvement in events and fundraising initiatives.
- To liaise with parents/families (past and present beneficiaries) to engage and enthuse them in supporting our work.

### Out of hours working:

- This job will involve some out-of-hours working including occasional lone working, (evenings and weekends) which is recognized by an enhanced annual leave entitlement.

### Person Specification

<b>Skills and qualifications</b>	
Excellent interpersonal skills with a 'can-do' attitude and the ability to inspire and engage a wide range of supporters, funders and stakeholders.	Essential
Sound knowledge and understanding of a range of fundraising approaches and techniques or an ability and willingness to learn	Essential
<b>Experience and knowledge</b>	
Fundraising or event management experience, with an understanding of how to promote and deliver events or activities in order to secure a return on investment and account for it accurately.	Essential
Experience of dealing with the public – in person, via digital channels including email and on the telephone.	Essential
Experience in the charitable or not-for-profit sector.	Desirable
Experience of fundraising databases such as Raiser's Edge (training will be provided).	Desirable
Experience of building a strong and professional social media profile across all channels, posting, tweeting, scheduling etc, liaising with colleagues/beneficiaries where appropriate.	Desirable
Experience of having worked in a busy office, using Word and Excel. Experience in dealing with telephone enquiries, letter and email writing,	Essential

dealing with multiple tasks, and able to adapt to potential changes in direction/priority.	
<b>Abilities and aptitudes</b>	
Confident, honest and reliable, with strong social values which place confidentiality, diversity and inclusion at the heart of what you do.	Essential
Excellent social, interpersonal, written and verbal communication skills with proven ability to communicate effectively and with enthusiasm to a diverse range of audiences and in a variety of formats, including social media.	Essential
Ability to work effectively as a part of a small team as well as independently to achieve overall targets and goals.	Essential
Highly motivated, dedicated and resilient to change, with an ability to prioritise tasks, forward plan, meet deadlines and deliver results.	Essential
Willingness to engage in building event and fundraising skills with the desire to keep up-to-date with latest fundraising techniques, legislation and online trends and techniques.	Essential
Fluent in English (both verbally and in written communications).	Essential
Ability to listen and respond positively to colleagues, beneficiaries and supporters, building trusting relationships whilst displaying good manners alongside sound reasoning.	Essential
Budgeting and finance monitoring skills.	Desirable
Ability to think strategically and creatively regarding the long-term development of an organisation's fundraising work	Desirable
Ability to produce evidence-based, high quality, accurate and professional written reports, with strong attention to detail.	Desirable
Good IT skills and computer literacy, including excellent internet research techniques, with proven success on Facebook, Twitter, and Instagram	Essential
A flexible approach to working in the charity sector, including a willingness to work at evenings and weekends, occasionally including lone working / working with volunteers.	Essential
Able to drive, with access to own vehicle	Essential
<b>Values</b>	
Support The Elizabeth Foundation's mission, aims, and values at all times, presenting a professional attitude at all times.	Essential