

Community Fundraiser



Location	Unique Kidz and Co, Morecambe
Responsible To	Head of Fundraising
Responsible For	Volunteers
Salary	£25,000 - £27,000 (dependant on experience)
Hours	37.5 hours per week (Part time hours considered)
Contract Type	Permanent

About Us

Unique Kidz and Co is a charity based in Morecambe that provides services for disabled young people aged 0-30. Founded in 2009 by two mums who couldn't find childcare for their own disabled children, the charity has grown to include afterschool and holiday clubs, daytime support for young adults, stay and play sessions for under 5's, a siblings group and a toy library. Following the approval of its planning permission, the charity is about to start it's biggest project to date including an expansion to the current facilities and a large development on the field adjacent.

Job Summary

The Community Fundraiser will be play a crucial part in executing our fundraising strategy and expanding our community fundraising initiatives. They will engage with local individuals and groups to develop relationships and increase awareness of what Unique Kidz and Co does, driving both income and community involvement.

Key Responsibilities

1. Fundraising Strategy Implementation

- a. To work as directed by the Head of Fundraising to ensure that all objectives and targets are being met and the fundraising strategy is being followed
- b. To be part of a small team responsible for developing fundraising initiatives and opportunities

2. Community Fundraising & Engagement

- a. To be a champion for Unique Kidz and Co promoting the charity within the local and wider community to ensure that Unique Kidz is the charity of choice
- b. To be the first point of contact for fundraising enquiries to build new relationships with supporters in the community and individuals wishing to fundraise for Unique Kidz and Co.
- c. To deliver presentations to groups in the community to promote the work of Unique Kidz and Co.

3. Event Planning & Coordination

- a. To organise and manage community fundraising events and campaigns to engage supporters and raise funds (including organising online fundraising pages, event registrations, ticket sales and collecting donations/sponsorship money)

4. Donor Development

- a. To identify and cultivate new and existing donor relationships
- b. To work with the Fundraising Team to ensure a high level of donor stewardship and recognition

5. Marketing & Promotion

- a. To assist with the creation of compelling marketing materials and content to promote fundraising activities through various channels including social media, newsletters and local media
- b.

6. Reporting & Evaluation

- a. To attend and contribute to the fundraising team meetings providing updates on events and campaigns
- b. To create reports and evaluations following events/campaigns to analyse performance and assist with future fundraising decisions
- c. To track fundraising progress and outcomes providing regular updates to the Head of Fundraising

7. Volunteer Management

- a. To recruit, train and support fundraising volunteers, fostering a collaborative and enthusiastic environment

8. Other

- a. To run the Unique Kidz and Co online Ebay store
- b. To provide additional administrative support across the charity as and when needed

Note: This job description is intended to outline the main duties and responsibilities associated with this position. It is not an exhaustive list and the role may evolve to meet the ever changing needs of the charity.

Person Specification

Requirement	Essential	Desirable	How Assessed
Qualifications	<ul style="list-style-type: none"> • Full clean driving licence (essential car users post) • 5 GCSE's (Grade A* to C) or equivalent including English and Maths 	<ul style="list-style-type: none"> • Relevant fundraising/events qualification • Relevant degree qualification 	Application Form
Experience & Knowledge	<ul style="list-style-type: none"> • Experience of organising own workload and meeting challenging deadlines • Experience of communicating with the public either face to face, by telephone or in writing • Knowledge of data protection and GDPR • Experience of organising events 	<ul style="list-style-type: none"> • Experience of working in a similar role with a proven track record of successful fundraising and event management • Experience of working with volunteers • Knowledge and understanding of Risk Assessments and Health and Safety • Knowledge of best practice within the charity sector generally and particularly fundraising standards within the Code of Fundraising • Good knowledge of the local community 	Application Form / Interview
Skills & Abilities	<ul style="list-style-type: none"> • Excellent communication, interpersonal and writing skills • Excellent organisational skills • Presentation and public speaking skills • Computer literate with excellent IT skills being confident in using Windows based software • Ability to work independently as directed and be self-motivated 	<ul style="list-style-type: none"> • Ability of administering fundraising processes and procedures • Ability to form and maintain positive relationships • Ability to work within a budget • Ability to use graphic design packages and online sites 	Application Form / Interview
Personal Attributes	<ul style="list-style-type: none"> • Friendly • Creative and flexible • Team player • Positive, can-do attitude • Able to adopt a flexible approach to working 	<ul style="list-style-type: none"> • Awareness of children and young adults with disabilities 	Interview
Other	<ul style="list-style-type: none"> • Knowledge of the charity and the work that it delivers in the local area 		Interview