



## Job Description

Department: **Fundraising and Marketing**

Based: **Head Office**

Job title: Community Fundraiser

Responsible to: **Fundraising and Marketing Manager**

### Role summary

#### Key Responsibilities

- To work as directed by the Fundraising and Marketing Manager
- To maximise and coordinate the charity's use of collection boxes
- To collect donations from our Dorset donation bins
- To liaise with local business owners and stores to maximise the reach of the charity
- To ensure the successful distribution of twice yearly draw tickets across stakeholders, volunteers, retail outlets and via the newsletter
- To resource charity events with appropriate volunteers
- To support and develop the organisation of charity events for each charity site
- To represent the charity as required at events
- To ensure a planned programme of school visits where appropriate.
- To recruit, and support the training, development and supervision of fundraising volunteers
- To support the team to continue to develop volunteers supporting all aspects of our work
- To contribute to the development of the charity
- To support the Fundraising and Marketing team in any area when required
- To update and report to the Fundraising and Marketing Manager as required

#### Required Skills:

Excellent communication skills

Good organisational skills

Fundraising experience

Able to work well in a team and on own initiative

Ability to recruit and coordinate fundraising volunteers

Able to organise a number of activities running concurrently

Excellent attention to detail

#### Essential Qualifications

Full driving licence

**Job Details**

You will be required to work 22.5 hours per week, being able and willing to work flexible hours (including evening and weekends where required). Due to nature of the work it may at times be necessary to exceed these hours when required, which will be taken as lieu time in the preceding or following week.