

JOB DESCRIPTION

JOB TITLE:	Community Fundraising and Events Officer
DURATION:	Permanent, full time or time shared role
SALARY:	£27,320 to £31,670 depending on experience (O4 – O9)
BENEFITS:	Employers pension contribution - up to 5% matching equivalent employee contribution. Available after 3 months in post. Season ticket or bicycle purchase loan scheme. Employee Assistance Program, Staff discounts via Perkbox.
HOURS:	Monday to Friday 37.5hrs. (some evening weekend events may be required)
HOLIDAYS:	25 days per annum, plus bank holidays.
REPORTING TO:	Director of Fundraising & Development
LOCATION:	Hybrid. (A mixture of half the week working remotely from home, and the other half based in Bromley. There will also be occasional visits to Wandsworth, London as required)
START DATE:	ASAP

Do you enjoy a challenge and want to deliver dynamic and forward-thinking Community and Events Fundraising initiatives? If so, then this is the role for you.

We are offering a great opportunity for an experienced Community and Events Fundraiser in order to help cultivate relationships with and for community and event fundraising activities, grow the current programme of events, increase income generation and foster long-term supporters. You will be able to communicate with people at all levels and adapt to changing priorities. The ability to work flexibly (including occasional unsocial hours) is vital and we'll offer flexibility in return.

Purpose

- To play a key role in the development and implementation of BeyondAutism's fundraising activities with a key focus on securing funding for our Early Years Service in Bromley and services in Wandsworth.
- To build and develop relationships in the community/s by providing excellent support and stewardship to our volunteers, events, and key supporters in order to increase income in keeping with our funding strategy.
- To work alongside our Individual Giving Officer and Marketing Department to ensure online and offline local fundraising campaigns are integrated and

digital channels are used effectively. Contribute to digital fundraising campaigns to ensure messages, reporting and content creation work together to provide a better experience for our supporters.

About us

BeyondAutism's vision is to ensure everyone with autism accesses an education which empowers a life full of choice, independence and opportunity. We run Independent Special Schools for children aged 4-19, a Post-19 service, Outreach and Training and an Early Years' service for families and carers.

Our Fundraising Needs

You will be responsible for developing long-term relationships with community organisations such as social clubs (Lions, Rotary, Round Table etc.), local pubs, schools and religious organisations, Freemasons, developing appropriate fundraising activities, with a focus on events and initiatives to successfully grow income in the coming years.

This role is new and represents an exciting opportunity for a committed Community Engagement Officer to play an integral role in the continued growth of our charity, which provides lifechanging education services and support for children and their families. We are seeking a committed fundraising professional who will see first-hand the benefits of their efforts. <https://youtu.be/F0A2nb-98mM>

This exciting role will see you use your experience to develop new community-based opportunities and income, growing our presence locally. This is your chance to be part of a small but ambitious fundraising team wanting making a real difference with a key focus on our Early Year's service in Bromley.

Main Duties and Responsibilities

To support in the development and achievement of the Organisation's strategic objectives through:

Community Engagement and Fundraising:

- Proactively seek new 'in aid of' supporters in the local community including local companies, schools and clubs.
- Build relationships and steward local community groups, memberships and associations to encourage ongoing engagement.
- Support the delivery of community challenge events.
- Ensure that fundraising activity complies with relevant legal requirements.
- Any other duties which may reasonably be required of the post.
- Utilise the donor database to develop and manage supporter relations.

- Support the management of online fundraising platforms and help and encourage supporters (indv. and corporate) in using these to maximise revenue.
- Support the creation of engaging and innovative storytelling content for multi-channel use, aiding the planning and delivery of online fundraising campaigns.
- Assist the creation of marketing materials including fundraising packs, posters and website copy to recruit supporters and advertise events.
- To be an ambassador for BeyondAutism.

Planning, Monitoring and financial management:

- Contribute to and deliver against annual targets and budgets.
- Ensure that accurate, up to date financial and supporter records are maintained and are accessible.
- Receive, record, bank and process income and ensure that strict financial controls are maintained.

To fulfil the administrative elements of the post:

- Keep clear, accurate records relating to all fundraising events and activities.
- Manage and maintain the donor database and ensure all donations, communications, and gifts are accurately logged.
- Provide first class supporter engagement through telephone calls, meetings, letters and ensuring all supporters are thanked and acknowledged in a timely manner.

To fulfil any other responsibilities of the post including:

- Demonstrating commitment to BeyondAutism's mission statement and aims.
- Attending internal or external meetings as required

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the charity and its services. The post holder will be expected to undertake other reasonably appropriate duties as requested by the line manager.

