

# JOB DESCRIPTION

## FUNDRAISING COORDINATOR

<b>Reports to</b>	Head of Fundraising
<b>Responsible for:</b>	N/A
<b>Contract terms</b>	37.5 hours per week, 8:30am – 5:00pm
<b>Annual Leave</b>	25 days paid holiday plus bank holidays

### Job overview

The Fundraising Coordinator plays a vital role in maintaining Jigsaw's existing partnerships, forming new relationships and managing Jigsaw's events portfolio. You will be working closely with the Head of Fundraising to ensure that fundraising targets are met with regards to Corporate, Community and Events fundraising.

You will also have responsibility for line managing Jigsaw's office based Fundraising Volunteers as well as developing Jigsaw's Fundraising Volunteer programme.

### Main duties and responsibilities:

#### Fundraising

- To drive the Fundraising Team's strategy and significantly grow both unrestricted and restricted income through identified fundraising activities
- To grow Jigsaw's Corporate Fundraising programme, building relationships and securing rewarding fundraising opportunities
- To maintain and strengthen relationships with existing corporate partners
- To engage and grow income from community organisations and institutions (including community groups, schools, faith organisations and sports clubs)
- To manage Jigsaw's gift in kind opportunities
- To utilise all available communication channels (social media, local media, e-newsletters, website etc) and ensure that Jigsaw's fundraising activities are suitably promoted
- To manage key Jigsaw organised fundraising events (Jigsaw Jam, Celebrity Golf Day, Jigsaw Run)
- To promote and engage supporters with open challenge events (including runs, cycles and treks)

#### Volunteer Management

- To manage Jigsaw's Fundraising Volunteer Programme
- To actively recruit Community Champions, Events Volunteers and office-based support
- To manage Jigsaw's office-based Fundraising Volunteers, ensuring that they are appropriately supported and offering meaningful value to the charity
- To manage corporate volunteering opportunities

#### Administration

- To undertake relevant database and paper-based administration relating to fundraising activities and campaigns within the Fundraising team
- To develop and manage the donor thanking, acknowledgement and general stewardship process
- To ensure fundraising materials and all related practices are both compliant and legal

## Main duties and responsibilities (cont):

### General

- To represent the charity, meet prospective supporters, deliver presentations and actively build relationships with a variety of audiences
- Pro-actively champion Jigsaw Trust's work
- Undertake any other such relevant duties as Jigsaw may require from time to time that may be reasonably asked of you by your line manager
- Support the aims and ethos of Jigsaw, setting a good example in terms of dress, behaviour, punctuality and attendance

## PERSON SPECIFICATION

### Knowledge, skills and experience

#### Essential

- Direct experience of at least one of the key areas of fundraising. Either corporate, community or events fundraising
- Knowledge and experience of the fundraising environment and regulatory framework in the voluntary sector
- Excellent communication skills with experience of writing and editing promotional material
- Experience of networking and building strong relationships with stakeholders
- Good IT skills to include Word, PowerPoint, Excel and ability to collate and analyse data
- Experience of working with and managing volunteers

#### Desirable

- Understanding of the Fundraising Code of Practice within the charity sector
- Experience of public speaking and delivering presentations
- Experience of using social media & online platforms to engage with potential supporters and promote fundraising activities
- Experience of engaging with local media partners including radio, newspapers & magazines

### Personal qualities

#### Achieving results

- Anticipates and thinks ahead about next steps
- Contributes to improve work methods, outcomes and team performance
- Combines information from various sources in a concise and consistent manner
- Manages the workload and completion of tasks by setting timelines and milestones, and involving stakeholders to deliver on time
- Assumes additional responsibilities to facilitate the achievement of team goals

#### Building relationships

- Understands the reason behind, or motivation for someone's actions
- Is attentive when doing projects, assignments or interacting with people from different countries and backgrounds

#### Planning for the future

- Demonstrates initiative in professional self-development
- Is able to present the Organisation's priorities as they relate to own area of work
- Identifies new information or data to key decision-makers or stakeholders to support their understanding and decisions

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment.

**THE POST HOLDER WILL BE SUBJECT TO AN ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK**