

Macmillan Caring Locally
JOB DESCRIPTION
Community and Events Fundraiser

Title:	Community and Events Fundraiser
Reports to:	Fundraising and Communications Director
Salary:	£29.5k per annum
Holiday entitlement:	25 days (plus an extra 5 days after 5 years continuous service)
Contract length:	permanent
Hours:	37.5 hours per week
Post based at:	The Macmillan Unit at Christchurch Hospital, Dorset. Some home working may also be required.
Essential:	Full clean driving licence and reliable car

Macmillan Caring Locally is a small charity based in Christchurch Dorset. Although we share the Macmillan name, we are in fact not connected in any way to the national organisation Macmillan Cancer Support. Our primary aim is to provide funding for the Macmillan Unit at Christchurch Hospital, which is a Hospice, a specialist palliative care ward and a centre of excellence.

You can find more details about our charity at www.macmillanlocal.org

If you would like to chat to one of our colleagues to find out what it is like to work in our team, please contact lin@macmillanlocal.org to arrange this.

Overall Purpose of the Role:

The purpose of this role is to raise funds for the Macmillan Unit at Christchurch Hospital. Working closely with the Events and Media Manager and Fundraising and Communications Director, you will be responsible for raising funds from our community, local companies and through fundraising events.

Key Responsibilities:

- To maintain excellent communication with internal staff, volunteers, supporters, and prospects including producing content for social media posts.
- Record all fundraising activity in line with agreed processes

- Compile event plans and reports for approval by the Fundraising and Communications Director
- To abide by all internal policies
- Attend and build relationships through networking groups
- To take on ad-hoc activities as requested by the Fundraising and Communications Director
- To support the Trust Secretary and Fundraising and Communications Director as required
- To act as an ambassador of the charity at all times
- Responsibility for keeping financial records for all fundraising activities
- Attend and oversee supporter fundraising events and activities as required
- Secure attendance of senior staff and Trustees for fundraising events
- Support some Macmillan Caring Locally events with the Events and Media Manager
- Deliver compelling presentations to supporter groups
- Obtain images and quotes
- Place and manage collection tins raising funds in shops and businesses
- Constantly be aware of potential major donors and report to the Fundraising and Communications Director
- Manage all thank you letters and recognition
- Raise income to an agreed target from members of the community, groups, clubs and businesses
- Manage the community volunteers. Book volunteers for events, and maintain their training records
- Manage stock and sales of merchandise
- Be prepared to work some evenings and weekends (time off in lieu will be awarded at the discretion of the Fundraising and Communications Director)
- Be willing to attend training courses to aid personal development
- Keep up to date on charity laws and trends

Person Specification:

Attribute	Essential	Desirable
Experience	Experience of community fundraising working for a charity Experience of using data bases Experience of planning events including risk assessments, permissions etc Proficient in Microsoft products Social media savvy	Experience with a Capital Appeal Experience in corporate fundraising Experience of managing volunteers Fundraising qualification
Skills/Abilities	Excellent written and verbal communication skills and ability to present to a broad range of people both internally and externally Numerate to the level required for the role Ability to plan and balance a range of competing priorities and to work on own initiative Excellent organisational and administration skills Excellent networking skills	

To apply: In the first instance please email CV and covering letter to lin@macmillanlocal.org