

Macmillan Caring Locally

JOB DESCRIPTION

Challenge and Events Fundraising Coordinator

This is an incredible opportunity that will suit someone who wishes to start or develop a career in fundraising working in a small, friendly team. Mentoring and training will be provided.

Title:	Challenge and Events Fundraising coordinator
Reports to:	Fundraising and Media Manager
Salary:	£26k 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 not connected to the national charity Macmillan Cancer Support. Our primary aim is to provide funding for both the Macmillan Unit at Christchurch Hospital, which is a Hospice, a specialist palliative care ward and a centre of excellence, and our Hospice at Home service, caring for people in our community.

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.

Purpose of the Role:

The purpose of this role is to assist in raising funds for the Macmillan Unit at Christchurch Hospital. Working closely with the Fundraising and Media Manager and Community and Events Fundraiser, you will be responsible for raising funds from our community, and through fundraising events and challenges as directed by the Fundraising and Media Manager.

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
- To keep financial records for all fundraising activities
- Attend supporter fundraising events and activities as required
- Support some Macmillan Caring Locally events with the Fundraising and Media Manager
- Deliver compelling presentations to supporter groups
- Obtain images and quotes of our supporters and events
- 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, recognition and database entry
- Work with the community volunteers as directed by the Community and Events Fundraiser. Book volunteers for events, and maintain records
- Manage stock and sales of merchandise. Prepare merchandise and collateral for events
- Manage all fundraising challenges journeys including fundraising websites such as Just Giving, welcome packs and fundraising advice
- Be prepared to work some evenings and weekends (time off in lieu will be awarded at the discretion of the Fundraising and Media Manager)
- Be willing to attend training courses to aid personal development
- Keep up to date on charity laws and trends

Person Specification:

Essential

- Experience using Microsoft Office 365 and databases or CRM
- Confident with social media platforms
- Excellent written and verbal communication
- Strong organisational skills and attention to detail
- Ability to manage multiple tasks, prioritise well, and work independently
- A proactive, warm, and supporter-focused approach

Desirable

- Experience working or volunteering in community fundraising
- Knowledge of event planning, permissions, and risk assessments
- Experience of building strong relationships with donors
- Experience managing or coordinating volunteers

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