



## Job Description

<b>TITLE OF POST:</b>	Fundraiser
<b>REPORTING TO:</b>	CEO
<b>HOURS OF WORK:</b>	37.5 hours per week (there may be some out of hours requirement retain)
<b>SALARY:</b>	£20,000 - £25,000 per annum (depending on experience and qualification level). Appointment will be subject to a six-month probationary period.
<b>PLACE OF WORK:</b>	Camphill Milton Keynes Communities Ltd. ( <b>CMKC</b> ); MK15 9JY with occasional travel to funders as required
<b>ANNUAL LEAVE:</b>	22 days plus Bank Holidays per annum with increases dependent on length of service

**Job purpose:** Lead Camphill Milton Keynes Communities' fundraising strategy to deliver agreed levels of funding both monetary and non-monetary

Identify, plan, develop and implement new income generation initiatives and activity from individuals and organisations.

To promote **CMKC** with existing and potential donors and stakeholders.

Maintain donor contact databases and agreed areas of the website.

### Specific Duties:

#### Fundraising and Communications:

Be accountable for the Charity annual fundraised income targets, monitoring and evaluating results with the CEO and Finance Manager in order to grow voluntary income, to help support the financial stability of **CMKC**.

Develop and maximise income from individuals and organisations through direct marketing, social media, website, community and local fundraising events and regular donations.

Raise funds effectively and legally in line with the Charity fundraising guidelines, protecting the public's trust and confidence in the charity's work.

Create, plan and develop fundraising campaigns in line with CMKC's objectives.

Analyse data to inform the decision making process for campaigns.

Develop, write and present persuasive and innovative fundraising proposals in conjunction with colleagues.

Develop and maintain good relations with existing and potential donors and attending in person where required.

Be the first point of contact for fundraising enquiries, monitoring the fundraising inbox and provide excellent supporter care.

To confidently present the key messages of CMKC and encourage support via variety of media including; informal conversations, networking, presentations, written literature, newsletter and website.

Manage and suggest improvements for how the charity communicates with its supporters.

Work with the Social Media Contractor to support and/or update the fundraising pages of the website and other social media content.

Effectively create and maintain up-to-date fundraising records.

To manage fundraising administration ensuring that all donations and income are correctly recorded, tracked and thanked.

To produce post-event evaluations and future recommendations for all activities/events.

Work with the Finance Manager in relation to regular reporting.

Work within legal and charity guidelines especially in the Institute of Fundraising codes of practice, with CQC and other statutory regulations.

#### Personal development:

Participate in supervision and staff appraisal.

Attend staff meetings when required.

Participate in on-going in-house and external professional and personal development activities and keep up to date with the changing requirements of the role.

#### General:

Flexible approach to work as this role may include some hours in the evenings and weekends – time off will be given in these instances.

Build a professional working relationship with residents, colleagues and relevant professionals.

Represent CMKC in a positive and professional manner.

Maintain appropriate confidentiality at all times - to be aware of the requirements of the General Data Protection Regulation and follow local codes of practice to ensure appropriate action to safeguard confidential information.

Adhere to all relevant CMKC policies and procedures.

To work in accordance with CMKC mission and vision statement and values.

Undertake any other ad hoc and reasonable duties that may be required from time to time.

### Person Specification

Essential (E)  
Desirable (D)

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to A Level or equivalent, or appropriate experience in a professional fundraising, events, sales or marketing role</li> <li>• Related degree or Fundraising Qualification</li> </ul>	E D
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Relevant fundraising, sales or account management experience</li> <li>• Experience of working on individual giving campaigns and related fundraising</li> <li>• Experience of researching and identifying potential funding streams</li> <li>• Experience of developing fundraising or communications initiatives to achieve targets</li> <li>• Experience of budget management and meeting financial targets</li> <li>• Experience using a database and the ability to maintain records accurately</li> </ul>	E E E E E E
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communications skills to include strong presentation skills with experience of presenting to a variety of groups, excellent writing skills</li> <li>• Excellent interpersonal skills with the ability to build rapport and communicate sensitively; negotiating effectively to generate major support among people from diverse backgrounds and all levels</li> <li>• Awareness of accessible communication tools suitable for people with a learning disability</li> <li>• Ability to motivate others; work independently and in a team</li> <li>• Ability to work flexibly and multi-task</li> <li>• Creative, with an interest in fundraising /marketing for the charity sector</li> <li>• Excellent organisational, planning and project management skills</li> <li>• Excellent numeracy and communication skills, with strong attention to detail</li> </ul>	E E D E E E E E
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of fundraising and different income streams</li> <li>• Knowledge and understanding of best practice, policy and legal issues relating to individual giving fundraising</li> <li>• IT literate with experience of Word, Excel, PowerPoint, Publisher, Outlook, and databases</li> <li>• Understanding of database query, and reporting</li> <li>• Good understanding of the principles of Charity fundraising including codes of best practice and GDPR</li> </ul>	E E E D E
<b>Miscellaneous</b>	<ul style="list-style-type: none"> <li>• A commitment to the values and beliefs of CMKC.</li> <li>• A commitment to undertake training where required and an enthusiasm for new challenges and experiences</li> <li>• Willingness to work outside of normal working hours as the role will occasionally require evening and weekend work</li> <li>• A full driving licence</li> </ul>	E E E E