



JOB DESCRIPTION

JOB TITLE:	Community Fundraiser (Fixed term for one year initially)
REPORTS TO:	Chief Executive Officer
RESPONSIBLE FOR:	Fundraising and Events Volunteers
HOURS AND PAY:	£25,000 per annum + pension 35 hours per week mostly Monday – Friday but the postholder will be flexible to work weekends and evenings to attend all organisation events and support the community where required

JOB PURPOSE: This post is key within Perth Autism Support as an integral part of the management team and contributing to the strategy and longer term sustainability of the organisation. Working to a fundraising target, the post holder will take the lead role in planning fundraising events, including community, challenge and sports events. They will also be the main contact for fundraising enquiries, stocking fundraising resources and recruiting Fundraising and Event Volunteers.

MAIN DUTIES AND TASKS

Activities

- To be the primary contact for all individual giving and community fundraising events in line with annual plans and development strategies, working to agreed targets as set by the Chief Executive and the Board of Trustees
- Cultivate maintain and develop supporter relationships with corporate donors
- To cultivate and maintain effective relationships with event organisers and participants
- To research and proactively seek new fundraising opportunities
- To be responsible for maintaining an accurate events database to enable effective reporting, monitoring and analysis of achievements
- To process and maintain supporter donations and gifts ensuring accurate records are entered into database
- To be responsible for pre, onsite and post administration and management of events ensuring the smooth and efficient running of activities
- To be accountable for the coordination and administration of Gift Aid claims to HMRC



Volunteers

To manage, support and develop the team of volunteers by:

- Matching volunteers with the most suitable activities
- Completion of Supervision/Assessments with volunteers
- Completion of quarterly team meetings
- Be part of the PAS Volunteer process for inducting new volunteers
- Ensure all volunteers are upholding Perth Autism Support's Policies and Procedures. Take appropriate action if they are not.

Recruitment of volunteers

- Actively recruit volunteers for the project

Recording and Reporting

- Complete monthly reports and deliver to Chief Executive at monthly meeting.
- Update staff team at staff meetings
- Complete annual report requirements
- Be responsible for the completion of good quality computer and written records; in line with organisation policies and procedures
- Ensure that accurate and up to date financial and supporter records are maintained and accessible
- Provide reports and information about activities, performance, supporters, volunteers on a monthly basis

General Responsibilities

Other duties:

- Ensure safety of both clients and volunteers complies with policy.
- Promote effective communication.
- Help out in other areas where appropriate and as instructed by Project Manager

Personal Development

- Maintain professional knowledge and competence on both company policies and regulatory standards
- Attend training courses and updates as deemed necessary



PERSON SPECIFICATION

ESSENTIAL Requirements

Educated to degree level or equivalent level qualification
Membership of the Institute of Fundraising
Proven track record of Fundraising and Events organisation
Competent understanding of fundraising and fundraising practices in the Third Sector
Excellent communication skills, both written and oral
IT skills to include Word, Excel and PowerPoint
Eligible to work in the UK
Full, clean driving licence and access to a car for business

DESIRABLE Requirements

Knowledge of issues affecting families living with autism

KNOWLEDGE, SKILLS AND EXPERIENCE

A proven ability to work independently
Demonstrable track record of working within a fundraising team to achieve targets
Effective team player
Experience of keeping accurate financial and data records
Excellent organisational and time management skills
Demonstrable self-awareness, openness and a desire to learn and develop professionally

Special Conditions

This post requires the holder to be available at varying times as required by the post. To carry out other duties and responsibilities commensurate with the post and the needs of the organisation in order to develop and maintain service delivery.

- The post requires the holder to have a clear disclosure check in accordance with the Protecting Vulnerable Group scheme
- Ensure all information of confidential nature is not divulged to third parties

This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list. Perth Autism Support reserves the right to amend this job description from time to time, according to business needs. Any changes will be confirmed in writing.