



JOB DESCRIPTION & PERSON SPECIFICATION – COMMUNITY FUNDRAISER

1 JOB DETAILS

Job Title	Community Fundraiser
Hours	37.5 hours per week with some weekend and evening work required.
GOR	Required to have a genuine and active Christian faith and commitment.
Salary	Point 24 to 27 - £24,811 to £27,255
Location	The post is home based with occasional visits to the Street Connect Office, as needed. The post holder will be required to travel to other projects and locations to share information about the organisation or to support the development of fundraising.

2 JOB PURPOSE

You will champion and role model the values of Street Connect, helping people to see their worth, build authentic and lasting relationships, and develop trust with all internal and external stakeholders. You will develop a culture of support within Street Connect giving voice and equity to all.

As part of the Fundraising and Marketing Team, and with the support of the Fundraising and Marketing Manager, you will lead the work to engage with the communities that we work within. Including supporters, churches, community groups and local businesses to inspire and encourage their support from the work of Street Connect in order to raise income.

You will lead the work on Community Fundraising activities in order to grow income. You will inspire people to take part in events for Street Connect, to hold their own fundraising activities and develop and implement Community Fundraising events. You will also inspire and support people to become local champions for Street Connect.

3 MAIN RESPONSIBILITIES

	Approx. % of time
<ul style="list-style-type: none">With the support of the Fundraising and Marketing Manager, lead the work to engage with communities, including supporters, churches, community groups and businesses and encourage their support for the work of Street Connect in order to raise income.	20%
<ul style="list-style-type: none">Support the delivery of the Fundraising Strategy and develop area plans that will allow for growth and development and that have a focus on building strong and lasting relationships which will increase income and loyalty to the organisation.	20%
<ul style="list-style-type: none">Project manage campaigns, events and activities by devising and working to detailed plans, including risk assessments, reporting to Senior Management where necessary. Undertake written reviews and evaluations of activities identifying successes and learning points and building on these in relation to future campaigns, events and activities.	20%
<ul style="list-style-type: none">Encourage and support the development of external and local fundraising events in support of Street Connect, ensuring that such activities are run safely, meet	20%

Street Connect Community Fundraiser Job Description and Person Specification

quality thresholds and generate positive publicity as well as raising funds for Street Connect	
<ul style="list-style-type: none">Recruit, motivate and train volunteers to participate and deliver a range of fundraising events and activities, and support the recruitment of volunteers to take forward all aspects of the mission of Street Connect.	10%
<ul style="list-style-type: none">Support the overall work of the Fundraising and Marketing Team	10%

4 PLANNING AND ORGANISING

- The post holder is required to work to a high level of detail and to agreed timescales.
- The post holder must be able to develop their own plans and be able to communicate these to stakeholders.
- The post holder must have a good understanding of project management.
- The post holder must have a good understanding of managing multiple relationships- directly and indirectly.

5 PROBLEM SOLVING

- The post holder is required to manage their own work load and be proactive in seeking solutions to problems whilst managing conflicting priorities.
- The post holder needs to show capacity for innovative thought and action, involving interested parties and maintaining momentum in the course of each activity.

6 DECISION MAKING

- The post holder is to determine how to approach their own work within constraints agreed with the Fundraising and Marketing Manager.
- The post holder must be able to make day –to –day decisions without reference to others so that campaigns, events and activities achieve their pre-agreed goals, stay within budget constraints and/or achieve revenue targets.
- Decision making must be sensitive to a broad range of stakeholders and responsive to emerging information and relationships.

7 KEY RELATIONSHIPS

- The post holder must work with internal service delivery colleagues at all levels.
- The fundraising team are a dynamic entity who work very closely together to ensure that the quality of a relationship with a funder is maintained above all else. There is significant cross over between fundraising disciplines in this regard.
- Externally the post holder relates to volunteers, supporters, church leaders, community groups, businesses and the general public and is responsible for upholding Street Connect's reputation in their day-to-day work.
- Must build rapport easily and be able to inspire people to support Street Connect.

8 KNOWLEDGE, SKILLS AND EXPERIENCE NEEDED FOR THE JOB

The essential qualifications and characteristics that will be required of the person undertaking the role are:

- Demonstrable experience of successful community fundraising or similar transferrable experience.
- Strong organisational and administrative skills.
- Ability to inspire and develop potential and existing supporters and volunteers.

Street Connect Community Fundraiser Job Description and Person Specification

- Confident at networking.
- An understanding of the motivations of donors, supporters and volunteers.
- Ability to develop strong relationships within the team and with donors
- Inspiring and engaging written and verbal communication skills. Confident in approaching new supporters.
- Excellent critical thinking skills and the ability to exercise good judgment and solve problems quickly and effectively.
- Ability to prioritise.
- Ability to maintain clear and accurate records.
- Excellent knowledge of Microsoft Word, Excel, PowerPoint and Outlook.
- Required to have and be able to evidence a genuine Christian faith and commitment as a genuine occupational requirement.

9 DIMENSIONS

- The post holder reports to the Fundraising and Marketing Manager.
- Supervision of volunteers will be necessary.
- The post is home based with occasional visits to the Street Connect office. You will be required to visit other projects and places to share information about the organisation, to support fundraisers and fundraising events. Some weekend and evening work will be required. Time off in lieu will be given as appropriate.
- The post holder will take part in on-going training and personal development.

10 JOB CONTEXT AND ANY OTHER RELEVANT INFORMATION

- The post-holder is required to participate in and occasionally lead Christian reflection and prayer in a work setting. The post involves developing links to supporter churches. The post-holder may be required to respond to questions about the Christian faith from personal experience, in order to contextualise Street Connect's vision of releasing God-given potential in disadvantaged lives through the mobilised local church and our value of faith in the leading, provision and transformative power of Jesus Christ which underpins all our activities. An occupational requirement therefore exists for the post-holder to be a practicing Christian in accordance with the Equality Act 2010.

11 CREATION AND REVISION

Created	06/09/19
For Review	06/09/20
Reviewed and updated	13.08.21