



Community Fundraiser
Part-time 15 hours per week (2 days, flexible working)
Initial 1 Year Fixed Term Contract
£27,000 per annum pro rata

Compass is a vibrant community hub, providing highly impactful physiotherapy, rehabilitation and oxygen therapy to people live a wide range of neurological conditions, including MS, ME/Chronic Fatigue Syndrome, Parkinson's, Traumatic Brain Injury, chronic migraine and long-COVID. Our vital work helps people to live well and reduces pressure on vastly over-stretched NHS services. Where capacity allows, we also provide our services to people dealing with a wide range of other health concerns and proceeds from this activity help fund our charitable initiatives.

Purpose of the role

This is a brand-new role, giving an exciting opportunity for a dynamic and imaginative fundraiser to develop our fundraising in new directions. The post-holder will be supported by a Fundraising Assistant and will work closely with our Business Development Officer. The key purpose of the role is:

- To develop and implement a calendar of community fundraising events and initiatives, including sponsored events, collections, and community challenges.
- To develop and steward relationships with community based fundraisers, individual donors and local corporate supporters.
- To work with the Business Development Officer in developing and implementing income generation opportunities.

Key responsibilities and duties

- Develop, implement, and evaluate an annual fundraising plan, in collaboration with the Business Development Officer, CEO, and Marketing & Fundraising Assistant.
- Plan and promote engaging fundraising activities, supporting individuals and groups in raising funds.
- Support national initiatives, eg neurological awareness days.
- Identify opportunities for both cash and in-kind support (e.g., donations, volunteering, pro bono services).
- Build and maintain relationships with local businesses, schools, faith groups, and community organizations.
- Utilise different social media platforms eg Facebook, Instagram, LinkedIn to attract participants, celebrate successes, and share impactful stories.
- Recruit and support volunteers for local fundraising efforts.
- Monitor, evaluate, and report on fundraising activities, providing quarterly updates to the Board.
- Achieve income targets and ensure accurate data recording and reporting.
- Develop and implement a communications plan to promote fundraising, working with the team.
- Develop materials such as case studies, impact reports, and donor communications.
- Ensure compliance with legal, regulatory, and organizational fundraising policies.



Other Duties These duties are a guide to the work that the post holder will initially be required to undertake. Other duties may be necessary from time to time to support colleagues.

Competencies

Accountability

Takes personal responsibility for the part they play in our organisation, - our mission and values and wider society

Client Focus

Keeps the needs of our clients at the heart of activities

Personal effectiveness

Consistently role models high standards and good practice

Inclusivity

Applies an understanding of equality and diversity to strengthen positive engagement in all our client activities and services

Results focused

Maintains commitment to targets and results, striving consistently to achieve them

Communications

Helps to provide clear, consistent, and appropriate messages at all levels of our organisations and beyond

Motivational Leadership

Actively leads, establishes expectations, accountabilities, purpose, and vision, creating an environment where others can achieve optimal performance

KNOWLEDGE SKILLS AND EXPERIENCE

- Relevant working experience and/or knowledge in fundraising or a related field is essential.
- A commitment to the Fundraising Regulator's Code of Fundraising Practice is essential.

MINIMUM WORK EXPERIENCE

- Experience and/or working knowledge of fundraising methods and approaches
- Experience of fundraising in local communities/third sector
- Experience of using/creating fundraising databases
- Proven record of organising events
- Demonstrable interpersonal and relationship building skills

DIGITAL COMMUNICATION SKILLS

- Proficient in social media management (Facebook, Twitter, LinkedIn, Instagram).
- Experienced with email marketing platforms (e.g., Mailchimp).
- Skilled in creating engaging digital content and basic graphic design (e.g., Canva).
- Strong online community engagement and donor stewardship skills.

SPECIAL ABILITIES AND APTITUDES



Compass Therapy Centre

- Excellent writing and PC skills, proficient in Office 365.
- Skilled in creating promotional materials and reports.
- Strong organizational and time management abilities, meeting deadlines under pressure with attention to detail.
- Effective communicator, capable of inspiring and motivating supporters.
- Team player who can work independently and engage diverse stakeholders.

ATTRIBUTES:

- Friendly, confident and enjoys dealing with a variety of people.
- Confidentiality.
- Must be creative, dynamic and innovative.
- Able to contribute individually, and manage or participate in cross-functional teams.
- Ability to create great working relationships with all levels within the organisation across multiple disciplines and work well under pressure, flexible and co-operative.