**The Role**

You will be helping disabled people feel unstoppable. As our Corporate Events Manager you will be right at the heart of our team’s efforts to make sure no one affected by spina bifida or hydrocephalus feels alone.

Every year we need generate over £350,000 in income from Fundraising & Corporate Events to make sure our families get the help they need. Your role will be to generate income from a range of events including such as one of Scotland’s Biggest Corporate Burns Events - A Question of Burns, community events, bespoke corporate challenge events, building a corporate network, to establish and grow a Business Ambassador Programme.

**What SBH Scotland can offer you**

**Flexibility** – We offer flexible working, including the opportunity to work from home or around caring responsibilities.

**Motivated and supportive colleagues** – Staff scored SBH Scotland as 9 out of 10 for motivation and a supportive work environment.

**An opportunity to express yourself** – Staff scored SBH Scotland as 8 out of 10 for being supportive in taking risks with new ideas.

**We also offer:** Workplace pension scheme, salary sacrifice scheme, death in service benefit, childcare voucher scheme, 30 days annual leave plus 4 statutory holidays. (Pro Rata for 35hrs a week)

**Accountable to** Head of Fundraising and Communications

**Place of Work** Hybrid

**Hours of Work** 28 hrs per week (Monday to Friday) – Flexible working available/toil system

**Salary** £36050 (full-time) - 28 hours – pro rata £28840

**Key Tasks and Responsibilities**

**To be as unstoppable as the people we support.**

* To be responsible for the management and delivery of an existing portfolio of corporate, challenge and social events and for developing strategies to maximise net income
* To proactively identify and develop strategies to develop additional income through sponsorship, new events, nominated Charity of the Year
* To work closely with the Direct Services Team and Fundraising Team to develop compelling storytelling that will power our services and our innovation work.
* To assist with the development of new relationships with a range of individuals, corporates, and other community organisations and Individuals.
* To make full use of the fundraising team’s contacts and networks wherever possible to identify “warm” prospects.

**To be a team player who unifies people around our cause.**

* To support the stewardship of our supporters and generating imaginative ways of engaging them in the work we do.
* To work with the Direct Services team to evaluate impact of support; to create real and transparent stories about the impact our supporter’s donations facilitate.
* To support colleagues if they need help.

**A commitment to continuous learning and improvement.**

* Provide regular analyses of income and impact to Head of Fundraising and Communications
* To gather data and feedback to learn from failures and apply learning to improve processes and applications.
* Ensure that all donor and prospect records are maintained and updated accurately and promptly on Raiser’s Edge and that record keeping is compliant with the charity’s Data Protection Policy.

THIS POST IS SUBJECT TO PVG DISCLOSURE MEMBERSHIP SCHEME

**Job Specification**

# Person Specification - Fundraising Events Manager

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications/**  **Education** | * Educated to Higher Level or equivalent * Higher English or equivalent | * Degree or equivalent in fundraising, event management or marketing |
| **Experience** | * Previous experience of event management in a professional fundraising environment. * Previous experience of a wide range of fundraising activity, specifically corporate and community/volunteer * Previous experience of maximising income from fundraising activity * Proven experience of proactively identifying opportunities and cultivating supporters.   + Experience of building relationship within the team and across the organisations functions to support the delivery of departmental plans and objectives. * Previous experience of a financially targeted environment. * Knowledge and understanding of budgeting. | * Experience of promoting fundraising activities to existing and new supporters through a range of communication channels including social media platforms. |
| **Knowledge and Skills** | * Knowledge of the competitor market in Scotland. * Ability to research and make a business case for the introduction of new income streams with projected income and expenditure. * Excellent prioritisation and organisational skills and the ability to complete projects within time and cost budgets. * Multi-level Communication Skills. * Working experience of Microsoft Office Suite. | * Knowledge of Raisers Edge Fundraising Database * Digital Marketing * Social media content creation |
| **Personal Qualities** | * Confident, enthusiastic, and adaptable * Innovative and willing to learn new skills. * Ability to respond positively to new situations. * Dynamic, motivated and proactive with the capacity to use own initiative and to be part of a team. |  |
| **Circumstances** | * Able to work flexibly outside the normal working hours and occasional weekend * Access to a car for business use and hold a current clean driving licence. |  |