



### Job Title

Community Fundraising Manager

### Line Manager

Fundraising & Events Manager

### Contract Length

Two years

### Salary

£16K-£22K plus incentives

### Charity vision:

To help people ***achieve their goals*** by delivering quality, innovative services through football and sport.

### Charity values:

- To deliver professional, quality, safe, affordable services to all users.
- Respect and listen to the views of children, young people, adults and our partners
- Invest in and support staff to enable development and progression
- Provide excellent communication and customer care
- Provide opportunities that empower and engage all users

### Job role outline

The Community Fundraising Manager will be responsible for engaging with existing and new fundraisers in order to achieve the fundraising objectives and income targets. The post will develop new initiatives that encourage individuals, schools and businesses to support CSF and the Nest project. They will plan, organise and deliver a wide range of CSF community events including Run Norwich, Jamie's Game, the Dean Ashton Golf Day, music, and challenge events whilst supporting our fundraisers to run their own external events.

### Aim:

To support the CSF's fundraising team in achieving the Foundation's income targets.

### Objectives:

- To identify opportunities for CSF to grow fundraising opportunities and partnerships
- To support and deliver the Foundation's core annual fundraising events
- To recruit and liaise with individuals, schools and corporate fundraisers to raise funds through various initiatives and community events



### **Role specific responsibilities**

#### **Engagement**

- To work with the CSF coaches and customer services to identify the most effective ways to engage individuals currently participating within CSF programmes in new fundraising initiatives.
- Develop good partnerships with schools to encourage teachers and pupils to fundraise for CSF
- Liaise with the Foundation's current fundraising partners, developing and improving relationships
- Research and develop new partnerships with corporate organisations to choose us to be their charity of the year
- Develop a range of packages to recognise and reward individuals, schools and businesses
- To maintain and recruit new volunteers to assist with the Foundation's fundraising events
- Develop links with local organisations and businesses to gain in-kind support
- Identify new, innovative fundraising ideas and events in line with the Foundation's vision and values

#### **Delivery**

- Support the delivery of the Foundation's annual fundraising events
- Oversee the volunteer workforce to ensuring minimum staff requirements are met for all fundraising events
- Support our community fundraisers and NCS students to organise and deliver a variety of fundraising events
- Assist with all duties as required by the Head of Development and the fundraising team when required

#### **Generic CSF responsibilities**

- Adhere to all policies and procedures including safeguarding, health and safety, behaviour management, equality and diversity, data protection and quality assurance, within the staff handbook
- To maintain a professional attitude and appearance at all times
- To report to Line Manager and attend CSF staff meetings when requested
- To support CSF in other areas, activities and departments as and when required
- Any other duties deemed necessary by the charity CEO/Line Manager



Role Specific Skills and Attributes		
	Essential	Desirable
Excellent IT skills including Excel, Word and Powerpoint	✓	
Excellent ability to engage with volunteers	✓	
Proven background in developing fundraising initiatives		✓
Excellent communications skills with schools, parents and participants	✓	
Experience of delivering community fundraising events	✓	
Ability to engage with young people and businesses	✓	
Ability to work to deadlines and meet targets	✓	
Project management skills	✓	
Able to manage large groups effectively and safely	✓	
Excellent organisational skills	✓	
Able to produce accurate written work	✓	
Ability to work together as a team to deliver a strategic plan	✓	
Hold Full driving licence	✓	
CSF Generic Skills and Attributes		
	Essential	Desirable
Excellent communication and interpersonal skills	✓	
Ability to work individually and as part of a team	✓	
Attention to detail	✓	
Willingness to work unsocial hours, including evenings and weekends.	✓	
A drive to help people achieve their goals through sport.	✓	

**Application process:**

All applications must be submitted through the vacancies section of our website

[www.communitysportsfoundation.org.uk/vacancies](http://www.communitysportsfoundation.org.uk/vacancies)

Should you have any further questions or queries at this stage please direct them to

[csfrecruitment@canaries.co.uk](mailto:csfrecruitment@canaries.co.uk)

**Closing date for applications:**

12 noon, Friday 4th August 2017

**Interview date:**

8th or 9th August 2017

**Interview panel:**

Ian Thornton - CSF CEO

Jackie Thornton - CSF Head of Development

Gavin Coe - CSF Head of Operations

**All candidates invited back for the interview stage will be informed by email or phone**

***Please be aware, any offer of work will be subject to a fully completed enhanced DBS disclosure.***