

Job Description

JOB TITLE	Fundraising and Networking Coordinator
REPORTING TO	Director/Chief Executive
SALARY	NJC point 19-25 (£24,799 - £28,785 pro rata dependent on experience)
PERIOD OF CONTRACT	18 months fixed term
WORKING HOURS	Flexible working hours - 21 hours per week

JOB PURPOSE	To support and maintain our existing working relationships with fundraisers, including Charities of the Year organisations (COTY) and develop new fundraising opportunities through building new relationships with the local businesses and communities. To represent and raise awareness of Bristol Mind and the work that it does.
--------------------	---

KEY RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To work with the Senior Management Team and Trustees to develop and implement a fundraising strategy for Bristol Mind. 2. To identify and apply for new funding sources, including trusts, foundations and grant giving bodies. 3. Cultivate potential funders including arranging visits and delivering presentations to secure their support. 4. To devise a strategic approach to developing COTY partnerships. 5. Manage a portfolio of fundraisers including overseeing relationships, writing acknowledgements and thank you letters and ensuring regular communication and support. 6. To create and implement new fundraising ideas and opportunities, including legacy giving, small-scale local events, and potential annual major fundraising opportunities. This will include developing promotional material, obtaining sponsorship, recruitment of participants and management of events. 7. To respond to the interest from the public, volunteers, fundraisers etc. (by phone, email, mail and in person) including responding to requests for information, fundraising materials etc. 8. To ensure that local fundraising events, activities and collections run effectively and are well planned, marketed and supported. 9. To attend local fundraising activities, cheque presentations and events. 10. To give talks and presentations to local organisations i.e. schools, rotary clubs, W.Is etc., to increase awareness of, and support for, Bristol Mind. 11. To promote, coordinate and support individuals and groups of volunteer fundraisers. 12. To promote the opportunities for fundraising and the work of Bristol Mind. 13. To ensure that accurate and up to date financial and supporter records are maintained and accessible 14. To achieve predetermined fundraising targets. 15. To provide reports and information about activity, performance, supporters, volunteers etc. as necessary and upon request. 16. To ensure that social media and the website are kept up to date with information relating to fundraising events. 17. To promote and implement Bristol Mind's policies. 18. To participate in supervision, appraisal procedures and training as agreed or directed. 19. To undertake such other duties as would be reasonably required for a post of this level of responsibility, as directed by the Director or Senior Management Team of Bristol Mind.

Person Specification

<p>Bristol Mind is committed to employing staff that have the necessary skills and experience to undertake the duties required of each role. In addition, Bristol Mind is committed to developing and supporting staff, enabling each individual to carry out the responsibilities of their post to the best of their ability. The organisation would expect the following from staff:</p>	
Essential/Desirable	
<p>EXPERIENCE</p> <ul style="list-style-type: none"> • Two years' experience of organising and promoting income generating/marketing events • Track record of successful community fundraising in either a voluntary or paid capacity • Proven track record of exceeding financial and non-financial targets • Experience in partnership fundraising and/or relationship building • Experience of coordinating volunteers 	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>
<p>SKILLS AND ABILITIES</p> <ul style="list-style-type: none"> • Excellent verbal, written and presentation skills • Ability to develop and motivate individuals and groups of volunteers • Planning and administration skills • Marketing and PR skills and experience • Computer literate, including social media and database management • Basic graphic design and/or photography skills • Ability to set and manage own priorities, work independently and act on own initiative whilst relating to other people on key issues • Experience of using social network channels for fundraising/ promotional purposes • Negotiating and influencing skills • Web editing experience 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p>
<p>KNOWLEDGE</p> <ul style="list-style-type: none"> • Knowledge of issues affecting people with mental health problems • Understanding of the voluntary sector 	<p>D</p> <p>E</p>
<p>ATTITUDES</p> <ul style="list-style-type: none"> • Resourceful, innovative, self-motivated and target driven. • Empathic for people with mental health challenges and their carers • Trustworthy, patient and a good relationship builder • Enjoys working as part of a team • Able to work evenings and weekends with prior notice 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p>GENERAL</p> <ul style="list-style-type: none"> • Car driver with access to a car and be prepared to travel in Bristol and the surrounding area 	<p>E</p>