



THE NOT FORGOTTEN

JOB DESCRIPTION

Job Title: Fundraising Coordinator

Reports to: Chief Executive

Hours per week: Up to 35 – negotiable

1. Main Purpose of the Role:

To be The Not Forgotten's Fundraising and Volunteer Coordinator focused on delivering income from existing and new fundraisers.

2. Environment of the Job:

The Not Forgotten (TNF) is a small not for profit organisation, which exists to organise and host a whole range of events, entertainment and recreation for the military serving wounded, injured or sick, and for ex-service men and women with disabilities, in order to address the causes of isolation and loneliness. We are renowned for our personal style and ethos, and for the exceptional and wide ranging support we provide to our beneficiaries. The organisation is funded by donations and is overseen by a board of trustees. The job is based in the charity's offices at 2 Grosvenor Gardens SW1W 0DH, but requires the post holder to be prepared to travel to support the charity's activities throughout the UK.

3. Main Duties and Responsibilities:

- Working with Chief Executive, and closely with the staff, trustees and volunteers, to oversee all aspects of the Charity's fundraising initiatives.
- To take a lead to maximise the fundraising capability, including promoting and marketing the Charity in order to secure donations, recruit fundraisers and volunteers.
- Produce and implement the charity's annual Fund Raising Plan.
- Coordinate and support the activities of all TNF fundraisers and assist as required including dispatching of promotional items.
- To plan, organise, promote, implement and evaluate fundraising events as well as identifying new opportunities.
- Ensure appropriate TNF attendance at events, attending in person as required.
- Pitching and presenting at corporate events.
- Develop and meticulously organise a range of fundraising opportunities and events distributed throughout the year.
- Maintain a log of where all TNF promotional and fundraising equipment is.
- Work with the Communications Officer to ensure social media promotes fundraising activities.
- Manage on-line fundraising pages and support as required ensuring database is updated.
- Organise station collections and assist with other fundraising events.

- Updating the TNF database (Donorfy) with donations/collections and fundraising information.
- Volunteer Coordinator, ensure Donorfy is up-to-date with all Volunteers details.
- Produce risk assessments for fundraising events.

4. Other Duties and tasks

- a. Attending TNF events, specifically Royal events.
- b. Carry out additional duties as requested by the Senior Management Team (SMT).

5. Dimensions of job

In addition to the above tasks the individual will be required to help other members of the staff during periods of high activity and be prepared to represent the charity at events as directed by the SMT. The individual will also be expected to identify areas for job specific training which will improve their ability to successfully perform their role.

PERSON SPECIFICATION

The following characteristic are deemed essential and any applicant must demonstrate them in their application:

- Strong empathy with the charity's objectives and our beneficiary base.
- Proven track record and experience of fundraising for a similar sized organisation.
- Possess excellent interpersonal skills, able to engage socially and with confidence with beneficiaries, benefactors and the wider public.
- A confident and fluent communicator both verbal and written. Great at proof reading and attention to detail
- Experienced and proficient in office management and communication systems; possessing comprehensive IT skills; Microsoft Office Outlook, Word, Excel and CRM Database.
- Dynamic and proactive in finding solutions and enhancements, presenting them to the SMT and implementation, as directed.
- A quick learner who has established organisational and planning skills.
- A team player who works collaboratively
- A demonstrable flexible work ethic.
- Displays initiative, being able to work to tight timelines and meet deadlines effectively with the ability to manage own tasks/priorities effectively.
- The maturity, self-discipline and self-motivation to work without supervision.
- Understanding of marketing.
- Must be a people person, lively, fun, energetic, positive, proactive and dynamic.

Prepared by: J R H Stopford, Chief Executive, The Not Forgotten

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