**JOB DESCRIPTION**

**Job Title:**  Community Fundraising Executive

**Reports To:**  Fundraising lead trustee, works alongside kennels manager

**Salary: £22,000 – 24,000 pro rata dependent on experience**

**Location:**  Hybrid

**Hours:** 21 hours per week. Flexible working. The role will require some evening and weekend working.

**Introduction:**

Daybreaks Kennels is operated by Daybreaks Trust. We are committed to the rescue and rehoming of ex racing Greyhounds as family pets, the support of Trust Greyhounds in temporary foster homes and providing ongoing advice and support to owners post adoption to ensure the continuing welfare of the dogs.

**Job Role :**

The role of a Community Fundraising Executive is raising charitable donations, by building meaningful and engaging relationships to work with the communities we work with and who support the charity. This is an exciting new role for the charity and we are seeking an energetic, confident and proactive fundraiser to join our team. Working closely with the trustees and the kennels team, you will develop innovative ways to engage with new audiences and maintain current relationships, to achieve our annual fundraising targets.

**Main Responsibilities:**

* Develop a corporate and community fundraising plan for Daybreaks Trust.
* Cultivate and build meaningful relationships with supporters within the local area. Maintain established relationships which encourage long term commitment and giving.
* To attend meetings and events, meeting face to face with supporters when required.
* To follow up on all fundraising approaches/enquiries
* To research, develop and co-ordinate new fundraising approaches in line with strategic goals, including planning an events calendar for the organisation
* To develop our regular giving programme, communicating with donors and growing our giving database and helping to build our Gift Aid programme
* To keep accurate records, tracking meetings and actions on a timely basis
* To actively engage on social media to support those who are working with us.
* Any other duties consistent with the above, and any other relevant duties required as the job develops including working out of office hours when required.
* Objectively review the success and achievements against agreed targets, identifying strengths, weaknesses and areas for development.
* To recruit and retain volunteers for fundraising and events activities
* To work with the trustees to make sure that all our fundraising activities are GDPR compliant.

**General**

* To be responsible for your own health and safety whilst at work, and the health and safety of any other employees or visitors.
* The post holder must take responsibility for their own self development and ensure that the knowledge and information they use in their job is current and relevant.
* Promote good practice in equal opportunities and diversity in all aspects of the postholders work.
* To undertake any duties deemed necessary by the trustees in order to ensure the efficient and effective operation of the organisation as a whole.
* The Postholder needs to have a level of confidence and communication skills which allows them to operate effectively with both external partners and the staff and volunteers at Daybreaks, plus the organizational abilities to ensure that a professional image is projected at all times.

**Conditions of Employment:**

**Hours of Work:**

21 hours per week, which excludes daily half hour for lunch. The role requires a level of evening and weekend work and will be compensated with time off in lieu in negotiation with Line Manager.

**Holidays**

28 days per annum including 8 Statutory Bank holidays, pro-rata, per annum.

A full clean driving license is required for this job

Interviews will take place on Sunday April 6th. A second interview will take place for anyone shortlisted. Date to be confirmed.

For any enquiries about this role please contact jennifryer@daybreakstrust.co.uk

**PERSON SPECIFICATION**

**JOB TITLE:** Community Fundraising Executive.

Applicants should ensure that they address the requirements of the post within their application and meet the relevant standards.

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| **CRITERIA**  | **STANDARD**  | **Essential Requirements** | **Desirable Requirements**  | **How Identified**  |
| **Qualifications** | Maths and English GCSE Grade C or above, or other equivalent qualifications. | ✓ |  | Sight of Certification |
| **Experience**  | **Experience of working within a customer facing role.****Relevant experience or involvement in the charity or volunteering sector.** **Experience of successful collaborative fundraising activities** **Experience of building new and maintaining existing relationships or partnerships within your previous job roles.****Working knowledge of using IT systems,CRM databases and an understanding of Microsoft applications.** **Familiar with the use of social media platforms and confidence in using such platforms.** | ✓ | ✓✓✓✓✓ | Application form/interviewApplication form/interviewApplication form/interview/testApplication form/interviewApplication form/interview |
| **Knowledge**  | Computer literate including spreadsheet, database and power point.Knowledge of and commitment to Equal Opportunities and Diversity/Anti Discriminatory PracticeSome knowledge of the charity or voluntary sector. We are happy to consider candidates from transferable backgrounds such as sales, business development or community roles  | ✓ | ✓✓ | Application form/interview/testApplication form/interview |
| **Skills/Ability** | A natural communicator, people person with good written and verbal communications skillsStrong presentation skills with the ability to influence others.Full, clean driving license is essential as the role requires extensive driving at key times of the year.A self-starter with the ability to work on your own initiative and manage their own workload Good organizational skills with ability to manage multiple initiatives and deadlines.Ability to keep accurate records.Ability to follow through decisions and monitor. | ✓✓✓✓✓✓✓ |  | Application form/interview/testApplication formApplication form/interview/testApplication form/interview/testApplication form/interviewApplication form/interview/testApplication form/interviewApplication form/interviewApplication form/interviewApplication form/interviewApplication form/interviewApplication form/interviewApplication form/interview |