

## COMMUNITY FUNDRAISER PART-TIME

### JOB DESCRIPTION

<b>Post Title:</b>	<b>Community Fundraiser</b>
<b>Starting salary:</b>	£28,500 per annum (pro rata)
<b>Hours of Work:</b>	21 hours per week (with occasional out-of-hour and/or weekend work. TOIL will be given)
<b>Length of contract:</b>	Permanent
<b>Reporting to:</b>	Director of Services (DOS)
<b>Education &amp; Training</b>	This post is subject to the successful completion of a probationary period.

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#### **Job Purpose:**

- Maximising income generation through community fundraising, individual donations, events, trust and foundation income.
- Acting as an effective ambassador for The Garwood Foundation with consideration to the values and objectives of the charity.

#### **MAIN DUTIES:**

- Building relationships with local companies and partners – making presentations with support from DOS.
- Devising and organising fundraising activities and events.
- Creating new ideas for fundraising and identify suitable funding initiatives.
- Writing tailored grant applications to charitable trusts, foundations and statutory bodies- with support from DOS.
- Provide reports to board as required, and taking a flexible approach to general administrative and support tasks.
- Representing the work of The Garwood Foundation at events to members of the public and supporters, where necessary delivering presentations
- Ensure social media profile is maintained.
- Working in accordance with The Garwood Foundation's policies and procedures
- Liaising with our charity shops
- Providing tours of the school to donors/marathon runners etc.

This is not an exhaustive list of all of the duties that may need to be undertaken. It may be necessary to undertake other duties in order to fulfil the objectives of the charity.

**FUNDRAISING OFFICER**  
**PERSON SPECIFICATION**

To achieve the objectives of this role, the post-holder must have the people accessing the service's needs at the fore at all times and use the agreed set of values and skills to underpin their day to day work.

<b>REQUIREMENTS</b>	<b>ESSENTIAL</b>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience in fundraising within local community.</li> <li>• Proven record of successful applications for Trusts and other grant-making bodies</li> <li>• Demonstrable ability to develop relationships with Garwood partners and Trusts</li> </ul>
<b>VALUES</b>	The post-holder must at all times work to the values and principles of The Garwood Foundation and follow the policies and procedures of the organisation.
<b>SKILLS/KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Excellent written skills with the ability to produce concise and creative bids.</li> <li>• High standard of computer literacy (Excel, Word, Power Point and Outlook and the Internet).</li> <li>• Meticulous attention to detail.</li> <li>• Demonstrable ability to plan and prioritise own workload with minimum supervision.</li> <li>• Excellent communication and presentation skills required to build relationships with potential donors.</li> <li>• Ability to plan ahead and work within agreed timeframes</li> <li>• Ability to update website and social media</li> </ul>
<b>CIRCUMSTANCES</b>	Occasional evening and weekend work will be required, with time off in lieu available.

Please send your CV and covering letter outlining how you match the person specifications to:

[karin@garwoodfoundation.org.uk](mailto:karin@garwoodfoundation.org.uk) or  
Karin Schnabel  
The Garwood Foundation  
1A Melville Avenue  
Croydon  
CR2 7HZ

By 6<sup>th</sup> May 2019.