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| NESS_icon 300dpi  JOB DESCRIPTION |

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| **POST:** Community Fundraising Co-ordinator  **LOCATION:** NESS areas of operation but based in Aberdeen HQ  **REPORTING TO:** Chief Executive HOURS: 36 ¼SALARY GRADE: SCP point 25 to point 29 **DATE:**  January 2023 |

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| JOB PURPOSE:  To achieve agreed targets and maximize fundraising income from a range of sources including fundraising events and corporate giving. |

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| KEY ACCOUNTABILITIES/TASKS: Fundraising and Publicity  1. Plan, develop, market and deliver a range of fundraising activities and events. 2. Support others to run fundraising activities and events on behalf of NESS. 3. As part of the Fundraising Team, meet with and make presentations to potential supporters including community groups. 4. As part of the Fundraising Team, develop a network of corporate and individual contacts and supporters. 5. Promote and develop regular direct debit donors. 6. Prepare and implement annual fundraising plans with targets as agreed with the Chief Executive in line with industry expectations. 7. As part of the Fundraising Team, ensure that all information on potential supporters is recorded, updated and actioned appropriately. 8. Recognise and implement the profile raising opportunities offered through fundraising activities. 9. To work within the agreed fundraising budget. 10. To monitor and evaluate own progress against objectives taking corrective action where necessary to improve performance and achieve income targets**.**    Reporting  1. Via Supervision provide monthly activity reports including donation income and expenditure to the Chief Executive. 2. As part of the Fundraising Team, prepare financial and progress reports for the Chief Executive, Board and Finance Committee. 3. As part of the Fundraising Team, contribute to newsletters, the annual report, website and other publications.  General  1. To undertake other such duties as may be reasonably required by the organisation. |

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| I accept the particulars of this job description SIGNED.............................................................................  Date......................... |