



Job Description

Department: **Fundraising and Marketing**

Based: **Head Office**

Job title: Community Fundraiser

Responsible to: **Fundraising and Marketing Manager**

Role summary

This job may be right for you if:

- You are resourceful, proactive, pragmatic and energetic. Happy to work on your own as well as collaborating with others
- You are able to confidently motivate others
- You have proven experience in building strong internal and external relationships
- Are confident in networking and public speaking - happy to email / call / meet new contacts
- You are resourceful in finding solutions to problems
- You are a forward thinker
- Experience within fundraising, at least 2 years
- You are passionate about making a difference for our supporters and volunteers
- You are a confident driver

Key Responsibilities

- To attend & pack/unpack for charity events (MGAR and external)
- To manage the charity's use of collection tins/food donation bins
- To recruit, and support the training, development and supervision of fundraising volunteers
- To liaise with local business owners to maximise the reach of the charity
- To ensure the successful distribution of twice yearly draw tickets across stakeholders, volunteers, retail outlets and via the newsletter
- To plan a programme of school / care home visits where appropriate.
- To undertake/attend any training and/or meetings as required by the job role
- To support the Fundraising and Marketing team in any area when required
- To update and report to the Fundraising and Marketing Manager as required

Essential Skills:

- Excellent proven communication skills
- Active listening skills and the ability to clearly communicate to a variety of audiences
- Fantastic at organising own workload and managing others expectations (staff, volunteers and fundraisers)
- At least 2 years fundraising experience

- Proven ability to work well in a team and on own initiative
- Ability to recruit and manage fundraising volunteers
- Able to organise a number of fundraising activities running concurrently and keep up momentum
- Excellent attention to detail
- Full driving licence

Desirable:

- Previously worked within the charity sector
- An understanding of organisational issues and challenges

This job description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It will be reviewed periodically to take into account changes and developments of in-service requirements. Any changes will be discussed fully.

This role is based at our Head Office: Church Knowle, Wareham, Dorset

Job Details

You will be required to work 22.5 hours per week, being able and willing to work flexible hours (it is expected that there will be a degree of weekend and evening working required). Due to nature of the work it may at times be necessary to exceed these hours when required, which will be taken as lieu time.

In return...

You will be an instrumental part of an evolving and proactive team based within the beautiful rolling Purbeck Hills. This role offers many opportunities to develop your career and to really make a difference to the lives of rescue animals and wider community. You will be able to see the difference you have made first hand because you can quite literally walk out of the office and meet the animals you have helped!

If you believe you can fulfil the role please contact the Fundraising and Marketing manager, Jazmin House, via email with your application attached and subject line 'Community Fundraiser', CVs are not accepted: jazmin.house@mgar.org.uk