



Margaret Green Animal Rescue
Church Knowle Rehoming and Visitor Centre,
Wareham, Dorset
BH20 5NQ

Email: comms@mgar.org.uk
Website: www.margaretgreenanimalrescue.org.uk
Charity Number: 1167990

Department: **Fundraising and Marketing**

Based: **Head Office / Home**

Job title: **Community Engagement Coordinator**

Responsible to: **Fundraising and Communications Manager**

Role summary

- Confidently motivate others, and build strong internal and external relationships
- Provide a first-class supporter journey for all MGAR supporters
- Produce creative and imaginative ideas for promoting support towards the work of MGAR to key audience groups
- Plan and organise all aspects of our annual flagship fundraising and awareness event: Country Dog Show
- Recruit, and go on to support the training, development and supervision of fundraising volunteers
- Manage the use of collection pots and food / bedding donation points
- Proactively liaise with local businesses to maximise the awareness and income for the charity
- Promote In Memory & Legacy giving, and Future Care scheme to solicitors, funeral directors, vets and local businesses
- Responsible for thanking all general donations, and donations made in memory of a loved one / loved animal
- Process all applications for the Future Care scheme
- Ensure the successful distribution of twice yearly Grand Draw tickets across businesses, volunteers, and retail outlets
- Support and develop the organisation of supporter and charity events, including centres and shops
- Proactivity book and deliver a programme of adult community groups and schools presentations and centre tours
- Regularly update volunteers and staff about fundraising activities and acknowledge achievements
- Develop and maintain relationships with community groups and corporate supporters
- Book and attend external community and charity events
- To work as directed by the Fundraising and Communications Manager and support the team in any area

Essential Skills:

- Committed to the work and values of Margaret Green Animal Rescue
- Excellent proven verbal and written communication skills, and excellent attention to detail
- IT literate – particularly in the use of Outlook, Word, Excel and Powerpoint
- Resourceful, proactive, pragmatic and energetic
- Able to work independently and as part of a team, collaborating with others
- Exceptional time management, and fantastic at organising own workload
- Enthusiastic towards new challenges
- Managing others' expectations (staff, volunteers and fundraisers)
- Active listening skills and the ability to clearly communicate to a variety of audiences
- Confident in networking and public speaking - happy to email / call / meet new contacts
- Full driving licence and confident driver

Desirable:

- Previously worked in the charity sector and / or fundraising experience
- Knowledge and use of CRM systems
- Experience in delivering talks / presentations to groups

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.

Job Details:

You will be required to work 37.5 hours per week, being able and willing to work flexible hours (including evening and weekends, where required). This role is currently split between home working and being based at our Head Office: Church Knowle, Wareham, Dorset. Due to the nature of the work it may, at times, be necessary to exceed these hours when required, which will be taken as lieu time in the preceding or following week. Salary of £21,000 p/a.