



## Job Description

Department: **Fundraising and Marketing**

Based: **Head Office / Home**

Job title: Community and Events Fundraiser

Responsible to: **Fundraising and Marketing Manager**

### Role summary

**This job may be right for you if:**

- You are able to confidently motivate others
- You have experience in building strong internal and external relationships
- You are resourceful, proactive, pragmatic and energetic. Happy to work on your own as well as collaborating with others
- Have exceptional time management
- Are confident in networking and public speaking - happy to email / call / meet new contacts
- You volunteer for new challenges
- You are a confident driver
- You are committed to the work of Margaret Green Animal Rescue

### Key Responsibilities

- To book and attend charity events
- To manage charity's use of collection boxes and donation points.
- To proactively liaise with local businesses to maximise the reach and income for the charity
- To proactively recruit, support the training, development and supervision of fundraising volunteers
- To ensure the successful distribution of twice yearly draw tickets across businesses, volunteers, retail outlets and via the twice yearly newsletter
- To support and develop the organisation of charity events, including centres and shops
- To proactively book and visit a programme of school & care home visits
- To regularly update volunteers and staff about fundraising activities
- To undertake/attend any training and/or meetings as required by the job role
- To update and report to the Fundraising and Marketing Manager as required
- To work as directed by the Fundraising and Marketing Manager and support the team in any area as required

### Essential Skills:

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

- 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 in the charity sector
- Knowledge and use in CRM systems

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 currently split between home working and based at our Head Office: Church Knowle, Wareham, Dorset. Home working may be reduced but prior notice will be provided.

**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). 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 the preceding or following week.

**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!

Interviews will be held: November

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](mailto:jazmin.house@mgar.org.uk)