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**Role: Community & Events Fundraising Officer**

**Based:** Chichester

**Hours:** 37 hours per week working flexibly to suit the needs of the organisation and accommodate occasional evening and weekend events. This position could be offered at 4 days / week for the right candidate.

Working in a proactive environment within the Fundraising and Communications team, you will have an ability to plan, work reactively and proactively with innovation and flexibility to support all fundraising and events activity. This position will report to the Fundraising Manager with a focus on maximising income from individual donor, community and events revenue streams.

**Main Responsibilities**

Working with the Fundraising Manager and Communications team to ensure that the fundraising plan is delivered successfully and in line with the charity’s strategic objectives:

* Develop and maintain donor relationships including community supporters, corporates, high net worth individuals, schools, churches
* Assist with the management and development of ‘Donorfy’ (the donor database), to ensure it is kept up to date and all information / reporting is accurate.
* Assist with the development and implementation of effective fundraising campaigns to provide targeted and unrestricted funds for the charity’s operations.
* Contribute to the development of digital fundraising campaigns where appropriate
* Support all Stonepillow events through the planning stages, on the day delivery and post event communication.
* Support community fundraisers as needed in order to maximise their income potential
* Undertake relevant database and paper-based administration relating to fundraising activities and campaigns within the Fundraising team, including running reports from the CRM database to get a clearer picture of our donor profile and campaign success rates
* Analyse donor data and provide reports to the Fundraising Manager
* Collaborate with other members of the wider Central Support team, giving appropriate support as required
* Participate in team meetings, staff conference and external meetings as required
* Proactively champion Stonepillow’s work.

**General**

* Provide cover for other Central Support team when on annual or sick leave and at other peak times when required.
* Undertake other reasonable duties as may be required in the interest of Stonepillow.

**Health & Safety**

* Ensure the health, safety and security of team, students, service users, volunteers, and members of the public on the premises in all locations in line with procedures and protocols
* Maintain Health and Safety regulations as requested by Stonepillow’s Health and Safety Officer.
* Deal with first aid requirements making sure that adequate provisions are available at all premises.

**Confidentiality**

This policy covers all Stonepillow employees and volunteers, all of whom will be required to sign a confidentiality agreement. Anyone working for Stonepillow who breaches the agreement will be liable to disciplinary action under the Staff Disciplinary Procedure