

Job Description

Job Title:	Fundraiser
Hours (including working days)	15 hours per week, days to be discussed and can be flexible
Salary: Pro-rata/full time/part time	£22,500 pro rata
Responsible to:	Office and Finance Manager
Responsible for:	N/A
Primary Base:	35 Market Place, Doncaster (although staff are currently homeworking)
Aim of the post:	To increase restricted and unrestricted fundraising for Doncaster Mind
Main deliverables:	
<p>Develop and implement a fundraising action plan for Doncaster Mind with support from the Senior Management Team</p> <p>Increase our community fundraising opportunities including events</p> <p>Increase our links and fundraising opportunities with corporate organisations</p>	
Main duties:	
Key responsibilities	
<ol style="list-style-type: none"> 1. To support the development and implementation of a fundraising strategy including target setting and reviews 2. To keep supporters informed about fundraising/ awareness activities through a range of different media 3. To implement a database of current donors 4. To recruit and support volunteer fundraisers 	
Community Fundraising	
<ol style="list-style-type: none"> 1. To develop and delivery of a calendar of Doncaster Mind fundraising events 2. To provide donor stewardship for key partnership events e.g. Yorkshire Three Peaks, Great North Run, Yorkshire Marathon 	

3. To support individuals undertaking their own fundraising for Doncaster Mind
4. To maintain positive professional relationships with local individuals and businesses
5. To ensure Individual Gift Aid is reclaimed where possible
6. To collect cash collection tins from supporter businesses and ensure monies are safely passed to finance
7. To prepare and send thank you letters to community supporters

Challenge events

1. To allocate places on national fundraising events, ensuring comprehensive records are kept and event participants are supported to fundraise actively
2. To provide support to fundraising volunteers to set up their on-line sponsorship pages and provide promotional materials where required
3. To assist with the promotion of events through digital and offline channels

Raising Awareness

1. To assist with the delivery of a calendar of awareness raising events
2. To positively promote Doncaster Minds values
3. To represent and promote Doncaster Mind and its services at a range of external events
4. To build strong internal relationships with colleagues and externally with supporters

Other

1. To have an awareness of, and be compliant with GDPR regulations and Fundraising code of Practice
2. To ensure compliance with health and safety procedures for all staff and volunteers working on individual events
3. Undertake other duties that may from time to time be reasonably required

Some evening and weekend work may be required for which time off in lieu can be agreed with the line manager

Essential qualifications:

n/a

The post holder will carry out any other duties, which are within the scope, spirit and purpose of the job as requested by the line manager.

If duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder.