

Job Description

Post Title: Fundraising Coordinator

Reports to: Chief Executive Officer

Working Hours: 30 hours per week

Overview

Dementia Jersey offers advice, support, and education across the island to anybody affected by dementia. We seek to raise awareness and improve understanding of dementia, working to make Jersey a more dementia friendly island where all those affected by dementia are understood, welcomed, and supported.

Purpose of post:

To lead income generation for Dementia Jersey with a focus on coordinating community and events fundraising, regular giving, corporate sponsorship and major donors.

They will also recruit and manage fundraisers, produce new fundraising products and develop engaging supporter journeys for all stakeholders to inspire their long-term engagement and support.

Main Duties and Responsibilities

- Lead on fundraising for Dementia Jersey, acting as the first port of call for enquiries and, with the support of the CEO, develop annual plans to increase income.
- Ensure accurate records of all donations, enquiries and contact made with supporters are recorded on the CRM database and that all income is correctly reconciled. Make sure those making donations are thanked in a timely way.
- Regularly track income against targets and provide quarterly reports to the Fundraising and Awareness Committee.
- Work closely with any corporate partners who have selected Dementia Jersey as their charity of the year to ensure they have the support they need.
- Coordinate and promote fundraising events for Dementia Jersey with the support of the Office Assistant including budgeting, invites, bespoke materials, booking and liaising with venues and suppliers and sourcing raffle prizes.

- Provide support for events organised by community fundraisers raising money for Dementia Jersey.
- Design engaging supporter journeys for all stakeholders and develop products for different print and digital channels to boost engagement including tailored fundraising packs.
- Make sure Dementia Jersey has a strong case for support including clear ways of demonstrating impact.
- Work with the CEO to develop new approaches to fundraising including the introduction of a regular giving programme.
- Identify and cultivate relationships with donors and partners to secure new income opportunities. Attend events and local networking opportunities as appropriate.
- Initiate, develop and maintain effective working relationships with other local professionals working within the sector to build awareness of opportunities for involvement and collaboration and keep up to date with developments affecting your work.
- Work closely with the Volunteer and Activities Coordinator to ensure the support of fundraising volunteers to maximise opportunities and income.
- Comply with best practice and legal requirements regarding data protection and work within the policies and practices of Dementia Jersey.
- Undertake other tasks to promote the charity and support colleagues in their work as needed.

Person Specification

Essential Skills & Experience

- Proven experience in a professional fundraising role, demonstrating successful income generation
- Experience of organising large scale fundraising events
- Excellent written skills and attention to detail
- Confident communicator with excellent interpersonal skills
- Ability to develop and maintain relationships with supporters and donors
- Excellent organisation, prioritisation and time management skills including the ability to manage and deliver to strict deadlines
- Ability to work to tight deadlines under one's own initiative, with a can-do and solutions focused attitude
- Ability to work well as part of a team
- Excellent IT skills, ability to use Outlook / Excel / Office 365 and experience of using a content management system
- Awareness of data protection & health and safety principals
- Satisfactory references and DBS check.

Desirable Skills & Experience

- Experience of managing charity of the year partnerships
- Experience of managing regular giving campaigns
- Experience of managing community fundraising
- Knowledge of dementia