

Job Description for Cuan Wildlife Rescue

Community Fundraiser

Job Duties and Tasks for: Community Fundraiser

Organise and assist at fundraising events such as our annual open day, car and craft fair, quiz nights and develop new events.

Develop corporate fundraising programs, such as employer gift-matching.

Monitor progress of fundraising drives.

Compile or develop materials to submit to granting or other funding organizations.

Develop and maintain media contact lists.

Develop strategies to encourage new or increased contributions. Recruit sponsors, participants, or volunteers for fundraising events.

Direct or supervise fundraising volunteer staff members.

Secure commitments of participation or donation from individuals or corporate donors.

Prepare materials for charitable events, such as fundraising envelopes, bid sheets, or gift bags.

Create or update donor databases.

Establish fundraising or participation goals for special events or specified time periods.

Explain the tax advantages of contributions to potential donors.

Identify and build relationships with potential donors.

Attend community events, meetings, or conferences to promote organizational goals or solicit donations or sponsorships.

Contact corporate representatives, government officials, or community leaders to increase awareness of organizational causes, activities, or needs.

Design or produce materials such as posters, Web sites, or newsletters to promote, market, or advertise fundraising events.

Develop or implement fundraising activities, such as annual giving campaigns or direct mail programs.

Direct or coordinate web-based fundraising activities, such as online auctions or donation Web sites.

Plan and direct special events for fundraising, such as silent auctions, dances, golf events, or walks.

Solicit cash or in-kind donations or sponsorships from individual, business, or government donors.

Write speeches, press releases, or other promotional materials to increase awareness of the causes, missions, or goals of organizations seeking funds.

Coordinate transportation or delivery of materials, supplies, or donations for fundraising events.

Secure speakers for charitable events, community meetings, or conferences to increase awareness of charitable, non-profit, or political causes.

Write and send letters of thanks to donors.

Hours

Between 20 and 30 hours a week, some weekend or evening work will be required. A job share would be considered. The hours are flexible to meet the needs of the organisation and can be negotiated with the Manager.

Place of work

You will be based in our wildlife hospital office at Stretton road, Much Wenlock. A laptop and mobile phone will be provided for you. Working from home can be discussed although a minimum of one day a week at the office will be required.

Some duties will include meeting potential donors, attending events or accepting donations off site. You will be required to use your own car but mileage will be paid at 40p per mile. The mileage is paid on the last Friday of a month.

Pay

The salary is £19,000 / year pro rata, this will be increased subject to Trustee approval once a year. A pension scheme is offered through NEST pensions. If overtime is worked, this will be paid as an hourly rate.

Pay is monthly and is paid on the last Friday of each month.

Reporting

You will report directly to the Charity Manager and Operations Director.