**20th Anniversary Events & Fundraising Co-ordinator**

**Job Description**

**Summary of some terms and conditions**

**Title:** 20th Anniversary Events & Fundraising Co-ordinator

**Employer:** Cumbria Community Foundation

**Reporting to:**  Development Assistant

**Responsible for:** None

**Hours:** 25 to 30 hours per week (negotiable) across 5 days

**Salary:** £20-£21K FTE (dependent upon experience)

**Contract**: This position is offered as a fixed term contract until 28 February 2020

**Start date:** Expected start date is February/March 2019

**Pension**: The Foundation will make a matching contribution of up to 7.5%

**Location**: The office premises are situated on the 1st floor in Dovenby Hall in Dovenby, near Cockermouth

**Leave**: 25 days per year plus bank holidays plus at Trustee’s discretion, two additional days at Christmas and one at Easter (pro rata)

**Review**: This post is subject to a four-month probationary period.

**About the Community Foundation and Role**

Cumbria Community Foundation (CCF) provides high quality philanthropic services (grant making) to a wide range of business, charitable trust, family and individual donors. Business Plan targets for the period 2017-2022 include doubling endowment from £15m to £30m and doubling grant making.

2019 is the 20th anniversary of the Foundation. We have titled the year: ‘Giving Back, Looking Forward’. It will be a year in which we aim to widen people’s involvement in the Community Foundation, by communicating the impact and positive change achieved through our grant making, having distributed £42m since 1999.

The year will involve a series of events organised by the Foundation, at which we will be asking the people of Cumbria what their aspirations are for the future of the county. As part of our year-long campaign, we are also encouraging people and businesses to get involved and take part in their own challenge or host an event to help raise money for the Cumbria Fund. This post will act as the central point of contact with event hosts to ensure top quality support for events and follow-ups of leads.

**Overall Job Purpose**

This exciting role is pivotal for a successful celebration of the Foundation’s first 20 years. We are seeking a confident, enthusiastic and driven Events & Fundraising Coordinator. You will have the ability to build great relationships with our supporters, be able to juggle multiple tasks and have good attention to detail. The post holder will be required to be fully familiar with the people and organisations with whom the Foundation is building relationships and will contribute towards the achievement of CCF’s business plan objectives.

You will assist with the delivery of excellent supporter care and events logistics to enable us to maximise income and awareness from these supporters. This pivotal role will respond to new events enquiries, thank supporters, send materials, help with events logistics and deliver excellent relationship building with supporters.

**Main duties**

* Co-ordination of and full support and follow-up of the events, fundraising activities, round table discussions at which we will be asking the people of Cumbria what their aspirations are for the future of the county.
* Liaison with current and former supporters of CCF in relation to the celebrations to ensure maximum engagement.
* Liaison with event hosts before, during and after the event, arranging support and promotional materials, staff and/or trustee attendance, fundraising advice and support, liaising with the CCF development and communications teams as required.
* Identify opportunities for CCF to talk and show its 20th anniversary video – at least once a quarter ideally.
* Support the delivery of CCF-organised events for the 20th anniversary year.
* Liaise with other organisations celebrating significant anniversaries in the year.

We are keen to appoint someone to this new role as soon as possible. This is a fixed-term position until February 2020

**Other general duties**

* Keep abreast of developments across the charity sector by liaising with senior staff in other charities
* Where appropriate, attend external seminars and workshops on behalf of the Foundation
* To support the implementation of the Foundation’s strategic and business plan aims

**Applicants with Disabilities**

The Foundation is an equal opportunities employer and encourages applications from people with disabilities. However, candidates need to be aware that the office accommodation is situated on the first floor of an office building.

**Values**

Support the team charter of the Foundation

**Continuous Personal Development**

Work with senior managers to identify areas for further training and development, undertaking relevant courses and qualifications as required.

**Health and Safety**

The post holder is required to carry out the duties in accordance with the Foundation’s Health and Safety policies and procedures.

**Diversity**

The post holder is required to have due regard to equal opportunities at all times, and to work in a fair and reasonable manner towards all people, ensuring service standards are maintained for all cultures.

**Quality**

To support the Foundation in striving to create a culture with a total commitment to quality

**Person Specification**

|  |  |
| --- | --- |
| **Skills & Abilities** |  |
| **Essential** | **Desirable** |
| * Understanding of the importance of customer service and teamwork in promoting the good image of the organisation
* Ability to work under own initiative to broadly agreed guidelines
* Communicates in writing and orally to a high degree of accuracy and conciseness
* Excellent organisational and time management skills, to manage a heavy workload and deal with competing priorities
* Flexible and adaptable approach to working hours and job tasks
* Ability to make effective use of information technology
 | * Is able to use a range of social media platforms to share knowledge and seek information
* Ability to liaise with and work well at all levels within CCF and with Donors
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| **Knowledge, Education & Qualifications** |  |
| **Essential** | **Desirable** |
| * 5 GCSE passes or equivalent
* Is interested in local needs and initiatives and seeks out opportunities to extend knowledge and networks;
* Computer literate (word, excel)
 | * First degree or higher degree in appropriate subject
* Knowledge of online fundraising or giving
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| **Experience** |  |
| **Essential** | **Desirable** |
| * Experience of managing or organising events
* High level administrative and customer relationship skills
* Ability to work with a wide range of partners with differing priorities.
 | * Experience of working with confidential material.
* Experience of working in a high- end sales environment and/or income generation.
* Experience of working in a charitable organisation
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| **Personal Attributes** |  |
| **Essential** | **Desirable** |
| * A desire to understand the Foundation, its mission and values
* Hard working and confident with excellent attention to detail
* Ability to cope with the challenges of this role
* Capable, flexible, motivated and an experienced team member and team player
* Enthusiastic and approachable, a quick learner with an openness to new ideas
* Resilient, calm and professional under pressure
* Tactful, diplomatic and assertive when dealing with challenging situations.
 | Willingness to undertake occasional evening and/or weekend duties |
| **Any Other Requirements** |  |
| **Essential** | **Desirable** |
| * Ability to represent the business throughout Cumbria and if required, the UK as and when required
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Please complete and return the attached application form with a covering letter to yvette@cumbriafoundation.org (subject line marked Private & Confidential).