



JOB DESCRIPTION

Position – Community Fundraiser

Responsible to – Income Generation & Marketing Manager

Hours – 18 per week (to be worked flexibly as agreed with the IGMM)

Salary - £21,912 pro rata (actual salary £11,269)

General background

Sight Support Hull and East Yorkshire is a registered charity providing support services to people with visual impairments across Hull and East Yorkshire.

We believe no-one should have to face sight loss alone and every visually impaired person should enjoy the same opportunities and quality of life as those who are fully sighted.

Our mission is to improve and enrich the quality of life for local people at any and all stages of sight loss, through the provision of a wide range of support services, enabling them to reach their full potential and lead independent lives.

Job Purpose: To develop and grow community fundraising – building relationships with community based groups, local businesses and individuals to ensure they reach their fundraising potential for Sight Support HEY.

Main Tasks:

- Target and seek out new partnerships with individuals & organisations across Hull and East Yorkshire, engaging with a wide variety of audiences from schools to churches, golf clubs to community groups, pubs/clubs to shops and such like.
- Responsible for attracting, managing and developing relationships with donors choosing to raise money in aid of Sight Support HEY.
- Coordinate existing, and recruit new sites, for Collection Boxes ensuring they are processed and managed accurately.
- Promote and support the calendar of challenge events and fundraising campaigns and recruit and support participants to raise their minimum fundraising target.
- Coordinate a programme of store collections and flag days to maximise income from small donations as agreed with IGMM.

- Use all available methods of communication as appropriate, including social media and face to face communication wherever possible, to build long term relationships with the community.
- To be a positive representative of Sight Support HEY out in the community, attending meetings, forums and other outside events as necessary.
- Manage community contacts on Sight Support HEY's marketing database and ensure records are kept up to date including notes and records of activities and in accordance with data protection regulations.
- The role requires the ability to be flexible in relation to hours worked, including evening and weekend activities.

It is expected that ALL staff will actively promote the work of Sight Support HEY as an independent charity for the provision of help, support and provision of services in various forms for the benefit of visually impaired people in Hull and the East Riding.

You may be asked to perform other duties occasional which are not included above, but which will be consistent with the role and promotion of team working within Sight Support HEY.

General:

Staff are required to be sociable with all visitors.

Staff are required to work as part of a team within Sight Support HEY being flexible and adaptable.

Staff are required to be conversant with Health and Safety and Fire Safety requirements.

Staff are expected to undertake mandatory training requirements.