



# Community Fundraising Lead

<b>Reporting to:</b>	Operations Manager
<b>Base:</b>	Nexus NI, 119 University Street, Belfast BT7 1HP
<b>Salary:</b>	£23,088 pro rata
<b>Hours:</b>	Part-time 12 hours per week

**Main purpose of job:** The Community Fundraising Lead is a vital role for Nexus NI. They will develop and deliver a community fundraising action plan which not only raises awareness of the organisation but realises vital funds to aid sustainability and development of services. The post holder will be used to motivating and working with staff, clients/service users and volunteers and will develop innovative ways to engage with individuals and organisations across NI.

## 1. Qualifications and experience required

- Proven track record in organising fundraising events, managing fundraising volunteers and delivering a calendar of events for an organisation
- Experience in communicating with/presenting to different audiences.
- Voluntary sector experience/empathy
- Experience of managing income and expenditure.
- Excellent IT skills in the use of social media, web sites, email, internet, Word and Excel and PowerPoint
- Experience in working with volunteers
- Experience of fund raising in a team environment

## 2. Desirable qualifications and experience

- Degree level education or equivalent experience in a relevant discipline i.e. Fundraising, Business Studies/Development, Marketing, Communications etc.
- Fundraising/Funding qualification/experience
- Community Fundraising experience in the voluntary sector of NI
- Understanding and/or empathy of the issues in relation to Nexus NI

## 3. Specific Responsibilities

- Responsible for community fundraising for Nexus NI
- Play a key role in developing and growing the charity's community fundraising programme
- Manage fundraising volunteers appropriately
- Deliver friends of nexus newsletters regularly

- Develop calendar of fundraising opportunities for individuals/companies to get involved in
- Maintain “Get Involved” pages of Nexus NI website
- Ensure communications channels are up to date regarding fundraising events and opportunities Work with partners to identify and develop ways to motivate and engage staff with fundraising
- Regularly review opportunities for fundraising which meet organisational aims and objectives
- Work with existing management team to ensure applications are achievable, realistic and linked to organisational strategy
- Manage budgets and work to set targets
- Meet with Nexus NI Client Forum as and when appropriate

#### **4. Confidentiality**

Maintain confidentiality for all areas of Nexus NI, its staff, clients and its work. Any breach of confidentiality will constitute gross misconduct.

#### **5. General Responsibilities**

- To be aware of all Nexus NI policies and procedures, including but not limited to including Equal Opportunities, Fair Employment, and Children & Vulnerable Adults.
- Co-operate and maintain good relationships with outside agencies and the general public.
- Ensure that conduct within and outside work does not conflict with professional expectations of Nexus NI.
- Co-operate with all Nexus NI staff in maintaining harmonious inter-personal relations.
- Attend staff meetings and training as required.
- Ensure awareness and observation of Fire and Health and Safety Regulations as well as Data Protection.
- Ensure the respect, dignity and rights of privacy of service users/clients but also work with those clients willing to help fundraise and raise awareness.
- Participate in regular Management, Support and Development sessions with the Operations Manager.
- Carry out any other duties as are within scope, spirit and purpose of the job, the title of the post and its grading as requested by the Operations Manager.

#### **NOTES:**

- **The job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and subject to amendment in consultation with the post holder.**
- **This post is funded for 12 months with the possibility of extension.**
- **This post will be subject to an Access NI check.**
- **Selection will be by shortlisting (Nexus NI reserve the right to shortlist only on essential criteria when the number of applicants exceeds interview slots), interview and blind task.**
- **Application only by Nexus application form. To be returned to [info@nexusni.org](mailto:info@nexusni.org) or uploaded on nexusni.org by Friday 16 June 2017**