



## A letter from our CEO

Dear candidate,

Thank you so much for your interest in our fundraising role at Share. This is an exciting time for us, as you would be our very first professional community fundraiser. We've worked hard to get to the point of being able to invest in fundraising, and we're really keen to meet you and hear more about your experience and expertise.

Share is a very special place to work. I've been here for nearly 19 years, and I'm by no means our longest-serving employee. But we also have people who have worked here for much less time or recently joined, so you'll be in good company. We're a [small team](#), focussed on making sure we deliver in our roles, whilst also looking out for each other. As CEO, I've got a keen eye on our wellbeing, support systems and workloads to make sure that your job and time at Share brings you personal fulfilment and achievement.

For me, one of the most wonderful things about working here is seeing the impact of the work we do. In return you will be someone who wants to understand what we do, why and how the people we work with are at the heart of every decision we make. You'll be someone who wants to connect our community and supporters with the cause and make sure together we can make positive things happen for, but most importantly **with** our beneficiaries.

We understand that a job application process is two-sided – you need to see if we're a good fit for you as much as if you're a good fit for us. If at any point in the process you have any questions, or feedback for us on what we can do to make the application and interview more accessible or helpful for you, please do let us know.

I look forward to receiving your application.

Best wishes,



A handwritten signature in black ink that reads "Annie".

Annie McDowall  
Chief Executive



## Senior community and events fundraiser

Hours: Minimum 3 days a week (21 hours per week)

We are flexible and understand the potential to grow this role with more time. We would also look to appoint at 4 days (28 hours) or 5 days (35hours) a week, depending on the candidate.

Contract: 18 months initially  
Salary: £27,500-29,900 FTE – (Pro-rata as applicable) Plus 5% pension contribution  
Annual Leave: 25 days per year FTE (Pro rata as applicable) (increasing by one day per year to a maximum of 30)  
Location: Clapham Junction, London with flexibility to work from home/away from the office  
Reporting to: Marketing and Communications Manager  
Closing date: 9<sup>th</sup> December, 5.00pm  
Interview date: 15<sup>th</sup> December

### About us

At Share, we're passionate about supporting disabled people to set their own goals for learning and life, and helping them to achieve their aspirations. Most of our students are people with learning disabilities and/or autism. We offer a range of training, employment, personal development, and leisure opportunities. Our focus is on social and economic inclusion of disabled people in the community through supporting them to be more independent, have better health and wellbeing, move towards employment, and enjoy the widest range of leisure opportunities.

We are accredited by the National Autistic Society, and this year we achieved Investors in People – Gold. We pride ourselves on celebrating diversity and having a culture in which kindness and care for others is valued alongside working to very high professional standards.

### The role

Our fundraising has so far been reactive and we have warm connections in the community. Now we're looking to proactively invest in our fundraising for the first time looking for a passionate and self-started Senior Community and Events Fundraiser who will be able to build on the connections we already have, and most importantly make connections and steward new relationships with groups, organisations, local businesses, schools and individuals to grow income.

Whilst we recruit for this role, we are working with an external fundraising consultant who is helping us build a strategic fundraising plan so that when you join Share you can start with doing what you do best – building relationships and connections, starting with the recommendations from our consultant. In recognition of the fact that you are our first community fundraiser, we have also invested in a mentoring/coaching package for you with the consultant, to help you settle into your new role, receive professional fundraising advice and expertise and have all the support you need to deliver the fundraising plans and make your role your own in the first six months.

This is a new and exciting role and you will build the foundation for ongoing support from our donors and community engagement. You will ensure supporters receive a first-class stewardship and supporter journey on all products, activities and projects. The role may be continued beyond 18 months depending on your success with this landmark stage.

You will have the flexibility to work from the office, from home or from within the community (for example at coffee shops between meetings with supporters) as you see fit. We would like to see you in the office on average of around twice a month as a minimum so you can meet your co-workers and understand our work first hand, but how you arrange your workload and schedule will be up to you.

### **Our ideal candidate**

You will have some experience of working in community or events fundraising already at a charity of any size – large or small. We understand the benefits of experience at either can bring. Most importantly you will have experience of identifying potential supporters, and building relationships that lead to income. You will have an excellent understanding of what great stewardship and donor care looks like, and value the importance of honest and transparent communications with supporters that connect them back to our cause. You should be able to communicate warmly and clearly both in writing via email, letters or social media and in person or on the phone/video calls.

Ideally you would be comfortable with figures and a budget, but if that's a new area to you we can support you in this as an area of development. You'll work closely with our talented Communications and Marketing Manager, who will provide line management support.

We think this role would suit someone who has worked at fundraiser/coordinator level – preferably in community fundraising, but also perhaps events fundraising or as a sole fundraiser. We are very open to hearing from all applicants regardless of their experience if you believe you have the knowledge and transferable skills to deliver this role effectively.

Please note a degree is not needed for this role, and we actively encourage applications from all backgrounds and communities, and especially people with characteristics protected under the Equality Act 2010. We are committed to having a team that is made up of diverse skills, experiences and abilities. We value the positive impact that our different life experiences have on our team.

## **Main Responsibilities**

### **1. Community and Events fundraising**

- Deliver against the fundraising strategic plan
- Monitor and deliver against fundraising objectives, budget and KPIs
- Proactively find and recruit new supporters, build our individual supporter base and develop regular stewardship and communications
- Offer a high level of relationship management and donor care to supporters including providing fundraising materials, encouragement and support to maximise their fundraising potential
- Develop, plan and deliver a range of activities, campaigns or events throughout the year that includes activities our students can lead on and participate in
- Project manage fundraising events, activities or campaigns
- Represent the charity in a variety of settings including presentations and talks, supporter meetings, and community events to inform potential supporters about the charity and encourage them to support us financially

### **2. Administration**

- Monitor and report against KPIs, budget and objectives
- Ensure that data is kept up-to-date, secure and accessible to other members of the team
- Respond and deal promptly with incoming enquiries about fundraising or supporting the charity
- Monitor fundraising stock and materials and ensure adequate stocks are always held and available

### 3. Additional Responsibilities

- Work collaboratively across departments
- Any other reasonable duties as directed by your line manager or CEO
- The post may require a certain amount of evening and weekend work and the post holder is expected to attend events as and when required. The charity operates a time off in lieu system to make this time up which your line manager will need to approve.

### Person Specification

	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of community or events fundraising in the voluntary sector</li> <li>• Experience dealing with charity supporters</li> <li>• Experience building relationship with a variety of stakeholders</li> <li>• Experience creating stewardship plans and communications</li> <li>• Public Speaking experience, giving talks or presentations</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable success in increasing fundraising income targets</li> <li>• Project planning and management experience</li> <li>• Budget management</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• An excellent understanding of donor stewardship and relationship management</li> <li>• Excellent communication skills, able to share information or make a clear ask of supporters or stakeholders both in writing, verbally and through presentations.</li> <li>• Good Excel skills</li> <li>• Experience using a fundraising database</li> <li>• Excellent organisational and time management skills</li> <li>• Able to prioritise, plan and organise own workload</li> <li>• Knowledge of fundraising operational procedures, e.g., health and safety, volunteer management etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent Excel skills</li> <li>• The ability to read and analyse data, drawing conclusions to influence decision-making</li> <li>• Knowledge of fundraising law, regulations and codes of practise</li> </ul>

<b>Other attributes</b>	<ul style="list-style-type: none"> <li>• Strong team player who enjoys motivating others to achieve goals.</li> <li>• Self-starter with ability to work under pressure and to deadlines</li> <li>• Able to work collaboratively as part of a team and contribute to a positive working environment and culture</li> <li>• Commitment to diversity and inclusion</li> </ul>	<ul style="list-style-type: none"> <li>• Creative and innovative</li> <li>• Adaptability and the ability to solve problems creatively, explore options and manage stressful situations.</li> </ul>
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**How to apply:**

We positively welcome applications from all parts of the community and from people with diverse lived experience. Please complete our application form and equal opportunities form which can be downloaded here [www.sharecommunity.org.uk/jobs](http://www.sharecommunity.org.uk/jobs)

Please return both by **9<sup>th</sup> December, 2021 at 5.00pm** to [hadmin@sharecommunity.org.uk](mailto:hadmin@sharecommunity.org.uk). Interviews will take place on 15th December.

If you would like to have chat about the role or visit us prior to applying, please contact Annie McDowall on [anniem@sharecommunity.org.uk](mailto:anniem@sharecommunity.org.uk) or on 020 7350 1625.

We focus on ability and believe people work best when they feel valued, safe and happy. We do all that we can to make sure that Share is friendly and welcoming to everyone.

This job is subject to two satisfactory references, evidence of qualifications, an enhanced DBS check and providing evidence of right to work in the UK.

**If you are disabled and would like to discuss other ways of submitting your application, please call Valentino on 0207 924 2949.**

Our privacy policy for job applicants can be found here: <https://www.sharecommunity.org.uk/privacy-policy-job-applicants>

We are very much looking forward to receiving your application.

