

JOB DESCRIPTION

FUNDRAISING COORDINATOR, SOUTH EAST

BRAINWAVE

JOB OVERVIEW

Since 1982, the national Charity Brainwave has been providing home based therapy Programmes benefiting children living with disabilities and Development Delay. A full description of the Charity's approach can be found on its web site (www.brainwave.org.uk).

Brainwave has three permanent Centres, one in Essex, one in Somerset and one in Cheshire. To meet the expectations of its clients and growing demand for its services, the Board of Trustees is seeking to increase the revenue associated with the South East of England.

Brief description of role

- Undertake research into prospective donors and supporters.
- Provide reports to supporters on the progress of the children whose therapy they have funded or other projects as appropriate.
- Provide benefits to our supporters: certificates, donor wall recognition, invitations, etc.
- Coordinate events to enhance our networking, raise funds and to thank our existing supporters.
- Provide general administration to the SE team.

The post reports into the Corporate Fundraising Manager. The fulltime position is office based, working from the Brainwave Centre in Witham, near Chelmsford, Essex. The role involves travel within London and the South East.

MAIN DUTIES AND RESPONSIBILITIES :

Research

1. Research and develop a diary of significant opportunities (large grants and/or particular interest in children's causes) for which Brainwave would be eligible for support. This can involve working with volunteer researchers to coordinate the work to avoid duplication. Opportunities include:
 - Applications to Charitable Trusts (Charitable Foundations)
 - Applications to trade associations and other organisations, particularly those located in Greater London and the home counties
 - 'Charity of the Year' applications to national companies
 - Other noteworthy company opportunities, for example, those known by some of our existing contacts, those located near to the Essex Centre and those suggested by members of the Fundraising Team
2. Prepare information enabling other members of the Team to apply:
 - Identify the timings/processes required
 - Confirm address/contact information
 - Summarise funder requirements
 - Download application forms to the Brainwave Intranet
 - Collect internal information including from other Brainwave staff as needed for applications

Donor Stewardship

1. Prepare regular progress reports for our donors (Companies, Individuals and Trusts) regarding the Children whom they have sponsored or other projects. Collate information provided by the Physiotherapy Team by referencing the Physiotherapy Database and speaking with the Physiotherapists.
2. Provide donor benefits to contributors within the parameters agreed: certificates, donor wall recognition and more.

Events Coordination

1. Work with an external Events Management Company to coordinate one large fundraising event, in Greater London per year with an objective of raising £15,000+ in net income. Your role will be to:
 - Coordinate the work of the Event Management Company
 - Assist in the development of the business plan for the event
 - Work with the Company to plan the auction, raffle, silent auction and more (including sourcing prizes)
 - Promote the event by working with Brainwave's own Public Relations contact
 - Recruit volunteers to help on the night
 - Work with the Company to coordinate the activities on the evening
2. Coordinate one large supporter appreciation event each year in London under the supervision of line manager or London Development Manager. Prepare a budget and recommend the venue/catering and source a dynamic keynote speaker. Produce and disseminate the invitations and coordinate the evening with assistance from the SE Team.
3. To provide logistical support to several small events each year in London and Essex: venue, catering and invitations. The Team will use the events primarily as a means to know potential supporters. The events will be populated with the help of well placed business people including our London Development Group. Attendees will be followed up by other members of the Fundraising Team.
4. Time permitting, to organise up to two smaller sized (£2,000+ net income) fundraising events while working with the Events Management Company.

Administration and other duties

1. To provide a central point of contact for Fundraising activities and enquiries.
2. To undertake minutes for meetings or contact notes as needed.
3. Enter information, whether research or contact, on the Brainwave database and use it as a tool to run reports coordinating the timing of applications by members of the Team as well as providing other reports as and when needed.
4. To liaise with South West Centre regarding Gift Aid collection and any VAT implications (particularly with Events).
5. To maintain a spreadsheet on income generation and expenditure for the South East to allow line manager to track.
6. To assist the South East Centre as and when required eg covering telephones, assisting in their Open Days and Supporter visits as and when required.

7. To keep relevant website information up to date.
8. To source articles for the six monthly Fundraising newsletter.

General

Some evening or weekend work will be needed occasionally. Travel to Bridgwater (Somerset) or another venue for national Fundraising meetings will be required a few times a year. In addition, travel to London to visit venues, supporters, suppliers and South East Team Meetings is needed as well as some travel within Essex. See contract and handbook for full terms and conditions.

PERSON SPECIFICATION

FUNDRAISING COORDINATOR, SOUTH EAST

JOB RELATED SKILL AND KNOWLEDGE

Essential

- Good organisation skills
- Good research skills
- High level of self motivation
- Ability to organise own workload to deadlines
- Good communication skills, verbal and written
- Numerate and ability to prepare budgets
- IT skills to include: confident use of websites, word processing, databases, spreadsheets and ability to produce succinct and informative reports
- Ability to meet deadlines and good time management
- Good telephone manner

Desirable

- Experience of working with volunteers
- Experience of working in the community
- Empathy with children with disabilities and awareness of the implications on the family dynamic
- Understanding of running events
- Account management experience

EDUCATION/QUALIFICATION

- Aptitude, personality and relevant experience are of greater significance than academic qualifications

OTHER REQUIREMENTS

Personal Qualities

- Work on own initiative and be part of the Fundraising Team sharing best practice and ideas
- Confident and comfortable with working with people at all levels
- Good listening skills
- Commitment to Brainwave's values of helping children and families improve their lives
- Positive and flexible attitude
- Creative

TERMS AND CONDITIONS

Grade and salary:	£ 17,000
Hours of work:	35 hours per week
Annual leave:	25 days + 8 public holidays per annum pro rata
Superannuation:	The post-holder is entitled to a 3% employer contribution to a stakeholder pension
Performance Review	Overall performance will be formally assessed and reviewed regularly, with additional informal assessment taking place as necessary.
Equal Opportunities:	In Brainwave, we believe that all staff should be treated equally in employment. We will not discriminate against any member of staff, or job applicant, on grounds of age; gender or choice of sexual lifestyle; being married or not; race, colour or ethnic origin; religion or belief; disability; or Trade Union membership.
Disclosure checks:	Any offer of employment is conditional upon us obtaining an Enhanced criminal record check, and on this being renewed periodically during employment. This applies to all staff.
Health & Safety	You must look after the health and safety of yourself and anyone else who may be affected by what you do at work. You must also co-operate with us to make sure that we comply with legal and organisational safety regulations.