



Nottingham & Nottinghamshire Refugee Forum

Fundraising Coordinator

JOB DESCRIPTION

Post:	Fundraising Coordinator
Hours:	37 hours per week (taking the needs of the organisation into account occasional evenings and weekends may be required)
Location:	Hybrid options including both home and office (Sycamore Centre, 33a Hungerhill Rd, Nottingham, NG3 4NB)
Salary:	£28,856 per year
Contract:	Fixed term for 12 months with an extension dependent on meeting targets
Responsible to:	Director

JOB SUMMARY:

The purpose of this role is to generate income for Nottingham and Nottinghamshire Refugee Forum. This includes the development and delivery of an income generation and fundraising strategy to further our charitable aims. This will entail maximising income from various sources, identifying new opportunities, managing relationships, and using a variety of communication channels to promote the work of the Charity.

This role is suitable for recent and upcoming graduates. Appropriate training will be provided.

MAIN DUTIES & RESPONSIBILITIES

Income generation

- Take the lead on developing, implementing and monitoring a fundraising strategy that includes a variety of income streams, including community fundraising, individual giving, corporate and legacies.
- Research and act on opportunities to generate income from both current and new initiatives and engage with potential new donors and new fundraisers.
- Recruit and manage the Charity's fundraising volunteers to enable them to effectively support the delivery of the organisation's strategic and operational fundraising plans
- Draw up and deliver a calendar of fundraising events and campaigns including the Christmas Challenge, the Robin Hood Half Marathon and Come and Sing with John Rutter.

- Prepare and monitor an agreed budget and provide accurate and timely information for re-forecasting purposes .
- Ensure adherence to all fundraising and information security legislation and promote good practice at all times .
- Reconcile monthly payments on the CRM software, submit monthly Gift Aid to HMRC, and ensure the accuracy of data and Gift Aid declarations.

Stewardship and Engagement

- Respond to enquiries from potential supporters in person, by phone and via email, and provide a high standard of fundraising support.
- Recruit and build relevant stewardship journeys for our running team during the Robin Hood Half Marathon.
- Build strong relationships with past and current supporters to maximise their fundraising potential and plan supporter journeys to acquire, develop and retain them.
- Provide stewardship to all supporters, ensuring that donors, fundraisers and volunteers are appropriately thanked.
- Maintain a database of members and supporters and keep accurate records of donor activity.

Communications

- Promote the work of Nottingham Refugee Forum through talks, networking events, media representation, and preparing press releases.
- Update donors on the impact of their support, by sourcing inspiring case studies and collating up-to-date information .
- Assist with the production of e-communications and newsletters .
- Write and post relevant and engaging fundraising content for the charity's website, social media channels, and other publicity materials .

Organisational Responsibilities

- To be an ambassador of the Nottingham Refugee Forum by upholding and demonstrating the organisational values and behaviours at every opportunity, through verbal, written and face to face communication
- Work collaboratively with other staff and departments to help prepare and set up events e.g. Refugee Week, and AGMs
- Participate in own supervision and appraisal process and attend staff and team meetings
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post, subject to the proviso that any changes of a permanent nature will be incorporated into the Job Description in specific terms, following consultation with the postholder
- The postholder will be required to undergo a basic DBS check for this position

This list of duties & responsibilities is not intended to be exhaustive. The post holder will be expected to perform additional tasks when required; these tasks will be in keeping with the general profile of the role.

PERSON SPECIFICATION

Candidates will be short-listed on the following specifications and need to address each of them in their application.

All relevant experience whether paid or voluntary, in the UK or overseas may be included. NNRF values different & creative ways of working.

E – Essential, D – Desirable

EXPERIENCE

- Experience of fundraising, sales, marketing or equivalent (E)
- A proven track record in successfully working to and exceeding targets (E)
- Experience of developing successful income generation strategies (D)
- Experience of developing successful strong partnerships and/or networks of contacts (E)
- Experience of organising events (E)
- Experience of project management (E)
- Experience of record keeping and using databases (D)
- Experience of e-marketing (D)
- Experience of working with and supervising volunteers/staff (D)
- Experience of managing charity communications (D)
- Lived experience of forced migration (D)

KNOWLEDGE/COMPETENCIES

- Ability to prioritise own workload, to multi-task and manage time effectively (E)
- Excellent communication skills, written and oral, with the ability to engage effectively with a variety of audiences at all levels (E)
- The confidence to network and build beneficial relationships with existing and potential supporters (E)

- An understanding of professional fundraising standards and knowledge of all relevant legislation (D)
- IT literature and a good understanding of how to use social media to strengthen relationships with the Charity's supporters (E)
- Practical knowledge of budgetary planning, monitoring and reporting of financial data (D)
- Knowledge of Beacon or similar Customer Relationship Management database (D)
- Knowledge of Mailchimp, WordPress, Canva, and Google Analytics (D)

PERSONAL CHARACTERISTICS

- Strong commitment to Equal Opportunities and a respect for diversity.
- Able to relate sensitively to a wide range of people from many different ethnic, religious and cultural backgrounds.
- Able to empathise with the life experiences of refugees and asylum seekers and recognise their possible effects on needs, attitudes and behaviour.
- Understanding of the importance of maintaining confidentiality and an awareness of measures that are needed to ensure it.
- Able to maintain good professional relationships with colleagues in other agencies.
- Able to work in a co-operative, supportive manner within a small team.
- Out-going, friendly personality; calm under stress.
- Good time-manager, able to work on own initiative.
- A target-driven self-starter who takes a proactive approach to work
- Willingness to work variable hours including out of hours and /or at weekends as needed