



## **JOB DESCRIPTION**

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| <b>JOB TITLE:</b>  | <b>Fundraiser</b>                                     |
| <b>REPORTS TO:</b> | Charity Manager                                       |
| <b>PAID HOURS:</b> | 21-24 hours per week (flexible working considered)    |
| <b>SALARY:</b>     | £25,000 - £30,000 p.a. pro rata                       |
| <b>LOCATION:</b>   | The Brigitte Trust, 316 High Street, Dorking, RH4 1QX |

### **PURPOSE**

- To raise funds across a range of different income streams in support of the work of The Brigitte Trust
- To raise the profile of The Brigitte Trust throughout the region

### **MAIN DUTIES & RESPONSIBILITIES**

- Devise, implement and evaluate an annual fundraising plan
- Achieve agreed income targets and return on investment across a broad range of income streams including trusts & statutory, individual giving, corporates, community & events
- Recruit, manage and support volunteers to raise funds and to promote the work of The Brigitte Trust
- Represent The Brigitte Trust in the community and play an active and visible role with volunteers, local media and other supporters
- Create fundraising materials to aid successful fundraising
- Undertake all supporter care and stewardship including but not limited to thanking and banking and supporter newsletters
- Work closely with the Promotions Manager to raise awareness of the trust throughout the region.
- Manage and maintain accurate records of all fundraising relationships on the database
- To keep up to date with relevant fundraising legislation and best practice



## **ADDITIONAL INFORMATION**

- Undertake any duties that may be reasonably required to fulfil the duties of this post.
- Undertake travel throughout the region to support the Brigitte Trust's fundraising work.
- Occasional evening and weekend working is required for which time off in lieu will be given.

**Please note the duties outlined in this Job Description may be reviewed and amended from time to time.**