**Role Profile: Community & Corporate Fundraiser**

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| **Job title** | Community & Corporate Fundraiser | | **Salary** | Up to £28,000 |
| **Reporting to** | Fundraising Development Manager | | **Holidays** | 33 days including bank holidays |
| **Location** | Future Youth Zone | | **Contract & Hours** | Full time, permanent - 40 hours per week, including flexibility to work evenings and weekends as required |
| **The Person** | | We are looking for someone with a passion for community fundraising, and a commitment to young people to develop and deliver our community and corporate fundraising programme with a target of raising £50,000 within the first 12 months. You will focus on growing income from third party events, community groups, schools, individual giving fundraising streams and growing local corporate partnerships. You will be excellent at building relationships, have experience in digital fundraising, be creative in your approach and excited by the opportunity to manage a number of fundraising programmes at the same time. | | |
| **Key relationships** | | Core Management team, Youth Work Managers, OnSide employees, Trustees, Stakeholders, Local Businesses, Community Groups, Young People and Parents. | | |
| **Key Dates** | | **Closing date: 5pm, Sunday8th March 2020**  Interviews are scheduled for Friday 13th March 2020.  To apply please complete send a current CV and Cover letter explaining why you would be suitable for this role to [recruitment@futureyouthzone.org](mailto:recruitment@futureyouthzone.org) . | | |
| **Future Youth Zone is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. This post is subject to an enhanced DBS check. Pre-employment checks will be required for this role.** | | | | |

**Job Purpose**

This new post will play a leading role in Future’s Fundraising Strategy to diversify our income. Since opening in May 2019, Future’s income is predominantly from Founder Patrons, a mix of philanthropists, foundations and companies giving at >£25kpa level. As part of our strategy to diversify income, you will be building a new fundraising stream to capitalise on opportunities including; community fundraising (challenge events, school fundraising, third party events), digital fundraising (with a focus on regular gifts) and local corporate partnerships (e.g. charity of the year and corporate events).

As well as raising vital funds to keep our doors open, you will help raise awareness that Future is a charity within the local community. Through creating successful fundraising campaigns, and building strong and meaningful relationships with community groups and local businesses in East London, you will ensure young people have a safe, affordable and inspiring place to go in their leisure time. You will be innovative and forward thinking in your approach and encouraged to test out new ideas.

**Context of the Post**

You will be given ample scope to test your creative ideas and drive forward new streams of income generation, supported by the Head of Fundraising, the Chief Executive and a forward-thinking and engaged Board of Trustees.

This post represents the Trustees’ commitment to growing the fundraising function at Future. Future has already raised the £6.15m capital costs, as well as securing 20+ significant gifts from corporate partners, trusts, foundations and HNWIs. This exciting new role is being put in place to complement our fundraising to date and to launch a community fundraising programme. The post holder will shape the strategy for this programme, including income streams such as: engaging individuals, parents and families with an individual giving programme; introducing community groups to Future; promoting Future as a fundraising opportunity for third party and challenge events.

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**Context of the Youth Zone**

Barking and Dagenham Youth Zone, named “Future” by local young people, was the first Youth Zone in London opened by the national charity, OnSide in Spring 2019. This is an exciting and unique opportunity to join a small but growing, impactful fundraising team and play a critical part in shaping opportunities for London’s young people and supporting a grass roots, committed universal youth service.

Future, like all OnSide Youth Zones, exists to give young people, particularly those who are disadvantaged, somewhere to go, something to do and someone to talk to. Each Youth Zone is open 7 days a week, at weekends and during school holidays, with the purpose of supporting young people to become happy, healthy and successful adults.

Future’s state-of-the-art £6.15 million building on Parsloes Park provides young people with access to a range of activities, offering them the opportunity to try new things, meet new friends and gain support from friendly, warm and positive staff and volunteers. The facilities include a 3G pitch, a gym, sports hall, recreation area and dance, arts, music and media suites, with facilities equipped for a wide range of sporting, artistic, cultural and general recreational activities and targeted services.  To access a Youth Zone, young people aged 8 – 19 (or 25 with additional needs) simply pay 50p per visit and £5 per year membership.

Find out more by [watching our 3 minute intro video](https://www.youtube.com/watch?v=Yb18h1TPRNE)……it might just change your life!

**Key Duties and Responsibilities**

* Take an active role in contributing to the fundraising plans and strategy for Future Youth Zone, being supported by and communicating with your manager
* Achieve agreed fundraising targets for new and existing income streams
* Develop partnerships and relationships with community groups and local businesses that generate sustainable income for Future
* Bring creativity to design, implement, test and launch individual giving campaigns, engaging individuals across the community
* Identify and promote new fundraising opportunities, such as third-party challenge events that could fundraise on behalf of Future
* Reduce expenditure for the charity by seeking appropriate in-kind donations
* Work closely with Future’s Communications and Marketing Manager to develop key messages and choose appropriate channels to maximise opportunities to communicate with stakeholders and ensure that Future is well recognised locally as a high impact, independent charity in need of funding
* Utilise Salesforce to record all fundraising activity accurately and ensure that records are kept up to date.
* Plan, deliver, support and evaluate occasional in-house fundraising events.
* Maximise opportunity to communicate with various community stakeholders.
* Work flexibly and inclusively (including evening and weekends as needed) to ensure you can successfully delivery the agreed objectives of this role.
* Represent Future Youth Zone at fundraising events, networking opportunities and external meetings.
* Comply with all policies and procedures, with particular reference to safeguarding, fundraising regulation, codes of conduct, health and safety, and equality and diversity and ensure we comply with GDPR standards.
* Be an active member of the team, carrying out any other reasonable duties as requested by the management team, and operating in line with the values and principles of the Youth Zone.

**Person Specification**

Applicants must demonstrate in their application form that they currently have the experience and use the skills outlined below or have used them previously in employment, education, training, volunteering etc.

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| **Selection Criteria**  A = Application Form I = Interview AS = Assessment | **Essential or Desirable** | **Method of Assessment** |
| **Experience** | | |
| Proven community or digital fundraising experience for a minimum of 1 year. | Essential | A, I & AS |
| Experience of building relationships and partnerships with individuals, businesses and other groups that have resulted in sustainable income. | Essential | A, I & AS |
| Experience of planning and managing income generating events – including monitoring budgets and expenditure. | Essential | A & I |
| Experience of using a CRM system for logging and tracking fundraising activity. | Essential | A & I |
| **Qualifications** |  |  |
| GCSE literacy & numeracy or equivalent | Essential | A |
| Degree level qualification | Desirable | A |
| **Skills** |  |  |
| Good numeracy skills and ability to analyse and report on your own financial performance. | Essential | A, I & AS |
| Great at building and developing relationships that are meaningful and long lasting. | Essential | A, I & AS |
| Excellent presentation skills | Essential | A, I & AS |
| Able to work flexibly and under own initiative to ensure deadlines are met and tasks are prioritised. | Essential | A, I & AS |
| Able to communicate effectively with a range of stakeholders. | Essential | A & I |
| Able to manage volunteers or teams at events. | Desirable | A & I |
| **Knowledge** |  |  |
| Knowledge of how to segment audiences and optimise fundraising messaging to raise awareness among different stakeholders and receive return donations | Essential |  |
| Willing to develop knowledge of fundraising best practice, legal requirements and health and safety related to community fundraising and events. | Essential | A & I |
| Good working knowledge of MS Office. | Essential | A & I |
| **Aptitude** |  |  |
| Commitment to the values of Future Youth Zone. | Essential | I & AS |
| Initiative and commitment to continuous improvement and ongoing development opportunities. | Essential | I & AS |
| **Special Requirements** |  |  |
| Passion for raising money for a charity working with children and young people | Essential | A & I |
| A willingness to work unsociable hours as required | Essential | A & I |
| Ability and willingness to travel to events in the borough and beyond | Essential | A & I |
| DBS clearance and committed to Safeguarding children | Essential | A & I |

**The strength of the OnSide Network of Youth Zone is the diversity of its people, we place huge value on different people doing things in different ways and we welcome applications from what might be considered non-traditional backgrounds. The one thing we all have in common is our desire to raise the aspirations of young people across the country.**

