



## Person Specification

Job Title:	Community Fundraising Manager
Reporting to:	Short Breaks Services Manager
Salary:	£24,000 per annum pro rata
Hours of Work:	18 hours per week –Flexible Times.
Place of Work:	Offices of Leeds Weekend Care Association, Chapel Allerton, LS7
Contract:	Fixed Term – 16 months initially with the possibility of extension based on performance

---

We are seeking a highly motivated Community Fundraising Manager with excellent communication, presentation and interpersonal skills. Experienced in building effective relationships and developing commercial opportunities with stakeholders and an ability to work to agreed fundraising targets.

Leeds Weekend Care Association (Weekenders Club) is a local independent charity with one aim:-

To enhance the lives of children with disabilities and their families within the Leeds area.

We provide innovative leisure activities and top quality care at our play scheme which runs every weekend. We are looking to launch a 'Teen Scene' project specifically for 14-18 year olds; fundraising for this would be a priority. We also have an Out and About Project for teenagers which offers weekly outings. Our committed and energetic staff strive to help every child develop their true potential. During their time with us the young people learn, they achieve and they enjoy, growing in confidence and independence. But most of all we create a place where our young people have FUN while their families can relax, knowing they are in a safe, secure and happy environment.

### Essential Skills or Experience

- Relevant fundraising experience in a similar role
- A proven track record of working to and exceeding financial targets
- Experience of utilising a variety of community fundraising methods
- Experience of working with corporate partners to generate charity funds
- Experience of researching, creating, marketing and running new fundraising events
- Experience of recruiting and managing volunteers
- Proactive and self-motivating
- Excellent communication skills both written and verbal

Leeds Weekend Care Association Registered Charity Number 1077162 Company Limited by Guarantee, number 3827833 Registered in England and Wales, Registered Office Suite 4, Gledhow Mount Mansion, 32 Roxholme Grove, Leeds LS7 4JJ

<https://www.facebook.com/lwcaoffice/>www.lwca.co.uk

<https://twitter.com/lwcaoffice>01132165133





- Ability to tell the 'Weekenders' story in an engaging manner
- Experience of taking a project from idea to completion
- Ability to represent LWCA in a variety of situations in a professional manner
- Excellent organisation skills
- Excellent IT Skills
- Ability to work to tight deadlines
- Ability to work on a variety of tasks at any one time
- Ability to develop your own work plan and manage your time effectively
- A commitment to the work of LWCA

#### Desirable Skills or Experience

- Experience of creating a volunteer fundraising group
- Experience of working with a Board of Trustees
- Experience of utilising social media to engage supporters
- Ability to write a budget
- Experience of marketing projects and events
- Experience of writing grant applications and securing funding
- Experience of working with children with additional needs and their families

This role will involve travel across Leeds and West Yorkshire and therefore the successful candidate will need access to their own transport. The hours are flexible, but some weekend and evening work will be required.

Leeds Weekend Care Association Registered Charity Number 1077162 Company Limited by Guarantee, number 3827833  
Registered in England and Wales, Registered Office Suite 4, Gledhow Mount Mansion, 32 Roxholme Grove, Leeds LS7 4JJ

<https://www.facebook.com/lwcaoffice/www.lwca.co.uk>

<https://twitter.com/lwcaoffice01132165133>

