



Job Description

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

The successful candidate will be expected to:

- Proactively work in the community to develop relationships and secure income
- Generate income from a variety of community sources
- Increase donations from individuals
- Increase donations from community groups and schools
- Engage with LWCA families to encourage fundraising within their social and professional circles
- Develop an LWCA Fundraising Committee
- Recruit, support and motivate fundraising volunteers
- Develop LWCA fundraising events
- Secure places in local and national fundraising events and recruit individuals to take part
- Develop new fundraising techniques for LWCA
- Promote LWCA's fundraising events on our website, social media and via our newsletter
- Keep accurate records of projects, amounts raised and donors in line with Data Protection
- Develop and maintain relationships with key partners and donors
- Develop innovative ways to engage with new supporters
- Work with and support donors and fundraisers to ensure their experience of LWCA is a positive one
- Thank donors in appropriate and engaging ways to maintain and develop relationships
- Work with the our grants fundraiser/short breaks services manager on relevant grant applications
- Manage their own budget and meet set financial targets
- Work sensitively with LWCA families to engage, but not wear out, their good will
- Raise awareness of the charity and to highlight its valuable work
- Attend Weekenders sessions (Saturday/Sunday) when necessary
- Attend Board Meetings when necessary
- Develop good working relationships with the LWCA staff and volunteer team
- Support additional activities as and when required
- Adhere to LWCA's operational and employment policies and procedures

Initially this role is for 16 months to allow the candidate to generate income and develop relationships. Ideally we would like the role to become permanent, but this is dependant on the successful person demonstrating its financial viability.

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

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