

## Job Description

Job Title:	Community Fundraising Manager
Reporting to:	Project Manager
Salary:	£24,000 per annum pro rata
Hours of Work:	18 hours per week – 2.4 days per equivalent. Flexible Times.
Place of Work:	Home Based
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 SNAPS families to encourage fundraising within their social and professional circles
- Develop a SNAPS Fundraising Committee
- Recruit, support and motivate fundraising volunteers
- Develop SNAPS fundraising events
- Secure places in local and national fundraising events and recruit individuals to take part
- Develop new fundraising techniques for SNAPS
- Promote SNAPS' 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 SNAPS is a positive one
- Thank donors in appropriate and engaging ways to maintain and develop relationships
- Work with the Grants Manager on relevant grant applications
- Manage their own budget and meet set financial targets
- Work sensitively with SNAPS families to engage, but not wear out, their good will
- Raise awareness of the charity and to highlight its valuable work
- Attend SNAPS Saturday sessions when necessary
- Attend Board Meetings when necessary
- Develop good working relationships with the SNAPS staff and volunteer team
- Support additional activities as and when required
- Adhere to SNAPS 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.