

## Person Specification

Job Title:	Community Fundraising Manager
Reporting to:	Project Manager
Salary:	£24,000 per annum pro rata
Hours of Work:	18 hours per week – Flexible Times.
Place of Work:	Home Based
Contract:	Fixed Term – 16 months initially with the possibility of extension based on performance

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We are looking for a passionate and creative individual who has the ability to tell the SNAPS' story in a way that will persuade individuals, companies and community groups to support our work. The person will have excellent communication skills, both written and verbal, be flexible to respond to opportunities that arise and SNAPS's changing needs and a go-getter who can pick up this new role and run with it. They will be able to work effectively with SNAPS' small team whilst enjoying working individually to meet financial targets. This role will be the face of SNAPS in the community and so it is vital that the successful candidate thrives on getting out and meeting people to spread the word about the work of SNAPS. This is a fantastic opportunity for the right person to make their mark on a local charity and help drive SNAPS to the next level.

### 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
- Ability to tell the SNAPS' story in an engaging manner
- Experience of taking a project from idea to completion
- Ability to represent SNAPS 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 SNAPS



### 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.