

JOB DESCRIPTION

JOB TITLE:	Community Fundraising Officer
DURATION:	Permanent, full time role
SALARY:	£28,140 (SP 5)
BENEFITS:	Employers pension contribution - 3, 4 or 5% matching equivalent employee contribution. Available after 3 months in post. Season ticket or bicycle purchase loan scheme. Childcare voucher scheme.
HOURS:	Monday to Friday 37.5hrs. (You will occasionally be required to work late or weekends to attend evening fundraising related events and networking)
HOLIDAYS:	25 days plus bank holidays
REPORTING TO:	Senior Fundraising Officer
LOCATION:	Bromley, Kent (with regular visits to Wandsworth, London as required) with some part-homeworking considered.
START DATE:	September 2021

Purpose

- To play a key role in the development and implementation of BeyondAutism's fundraising activities using your community fundraising experience. To focus on securing funding for our Early Years Service in Bromley, and for other programmes of work and organisational core costs in line with the Strategy.
 - To build and develop fundraising relationships in the community/s by providing excellent stewardship and support to our volunteers, events, and key supporters in order to increase income and deliver the agreed Community Fundraising strategy.
 - To work across teams to ensure online and offline fundraising campaigns are integrated and digital channels are used effectively. Execute digital fundraising campaigns to ensure messages, reporting and content creation work together to provide a better experience for our supporters.
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About Us

BeyondAutism is a charity dedicated to empowering people with autism to lead lives full of choice and control through positive educational experiences, training for the people who work with them and support for their families and carers.

We run BeyondAutism schools, Independent Special Schools, offering transformative specialist education for children and young adults with autism aged 4-19. Our Early Years' Service provides support for families and children aged 15 months – 5 years, while our Post-19 provision offers opportunities to young adults with autism, from the age of 19 up to 25 – preparing them for adulthood with a skillset that enables them to have choice and control.

Our Fundraising Needs

This role is new and represents an exciting opportunity for a committed Community Fundraiser, with some digital fundraising experience, to play an integral role in the continued growth of an award-winning charity. providing lifechanging education services and support for children, young adults and their families.

Following a successful capital fundraising campaign to build and establish a new BeyondAutism School, over three years we have established the foundations of a fundraising strategy that we believe meet the additional needs and growth strategy of the charity not covered by school fees. We are seeking a visionary and committed fundraising professional who will report to and work with the Senior Fundraising Officer and Director of Fundraising & Development. You will be excited by the idea of developing existing, and creating new, relationships to support and enrich the education services we offer.

This is an exciting role within an inspirational charity. You will be an essential member of the fundraising team, working collaboratively with colleagues to identify and approach potential funders. We have enjoyed fundraising success from some corporates, trusts, major donors and community organisations. You will use your experience to develop new community based opportunities and income streams, growing our presence in the local communities.

This is your chance to be part of a small but ambitious fundraising team wanting to make a real difference and extend our reach, supporting more families year on year.

Main Duties and Responsibilities

To be an ambassador for BeyondAutism including:

- Demonstrating commitment to the Organisation's mission statement.
- Demonstrating through both actions and words a positive approach to colleagues, our young people and stakeholders alike.
- Establishing and maintaining effective working relationships both inside and outside the Organisation, and to represent BeyondAutism externally, so that BeyondAutism is always perceived as a professional, efficient and ethical Organisation.

To support in the development and achievement of the Organisation's strategic objectives by:

- Building and maintaining in strong fundraising relationships.
- Providing support to existing 'in aid of' supporters, encouraging repeat or on-going activity.

- Proactively seeking new 'in aid of' supporters in the local community.
- Inducting, training and managing volunteers

Community Fundraising:

- Promoting BeyondAutism fundraising activities to new supporters including local companies, schools/universities and clubs etc.
- Building relationships with local community groups, memberships and associations, giving talks where possible to encourage their support.
- Supporting the delivery of challenge events including high value event participants in achieving their targets.
- Building relationships with the local media including press, radio and digital, to gain coverage for BeyondAutism.
- Managing the appeals at a local level including collections, 'in aid of' fundraising and local PR.
- Actively promoting and supporting the safeguarding of vulnerable adults, young people and children, observing and adhering to BeyondAutism policies on safeguarding.
- Promoting and sustaining a responsible attitude towards equal opportunities and diversity within the charity.
- Ensuring that all fundraising activity complies with relevant legal requirements and Organisational policies and assist us in staying up to date with changes to fundraising regulation and identifying impact and necessary action for BeyondAutism.
- Deputising for the Senior Fundraising Officer when necessary and appropriate.
- Any other duties which may reasonably be required of the post.

Digital Fundraising:

- Proactively using the fundraising CRM database to develop and manage supporter relations. Assisting the ongoing development of our online and offline supporter journeys, using innovation and audience segmentation to target relevant audiences and improve supporter engagement and retention.
- Assisting the development of multi-channel digital fundraising including advertising strategy for events/challenge events.
- Supporting management of online fundraising platforms and help and encourage supporters (individual and corporate) in using these to maximise revenue.
- Supporting the creation of engaging and innovative storytelling content for multi-channel use. Aid the planning and delivery of online fundraising campaigns.
- Ensuring that the Fundraising database is used effectively.
- Ensuring compliance and legal requirements for the fundraising function.

Planning and Monitoring:

- Contributing to and delivering against annual budgets, targets and plans for income and volunteer recruitment, monitoring on-going performance.

- Ensuring that accurate, up to date financial and supporter records are maintained and are accessible.
- Providing your Line Manager with timely updates on progress against plans and produce a monthly fundraising report.
- Receiving, record, bank and process income in accordance with BeyondAutism policies and procedures.

Communications:

- Representing the charity confidently in a range of formal and informal settings.
- Providing excellent supporter service to enquiries from members of the public, via phone, mail and in person, encouraging their support.
- Assisting MarComms in collating case studies, photographs and information from the field.
- Helping cultivate internal engagement in fundraising.

To fulfil the requirements of financial and management reporting by:

- Ensuring that strict financial controls across are maintained and communicating effectively/working collaboratively with the Finance team. This includes the achievement of revenue budget, adhering to expenditure authorisation procedures and maintaining strong, effective and timely credit management.

To fulfil the administrative elements of the post by:

- Keeping clear, accurate records relating to all fundraising events and activities, including risk assessments.
- Managing and maintaining the donor database and ensuring all donations, communications, and gifts are accurately logged. All confidential information must be handled in accordance with GDPR guidelines.
- Providing first class supporter engagement through telephone calls, meetings, letters and ensuring all supporters are thanked and acknowledged in a timely manner.
- Helping create marketing materials including fundraising packs, posters and website copy to recruit supporters and advertise events.

To fulfil any other responsibilities of the post including:

- Demonstrating commitment to BeyondAutism's mission statement and aims.
- Attending functions or networking meetings to promote the work of BeyondAutism, as necessary
- Attending internal or external meetings as required.

This is a description of the job as it is presently constituted. It is the practice of BeyondAutism to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This



will be conducted in consultation with you. It is the Organisation's aim to reach agreement on changes, but if agreement is not possible, the Organisation reserves the right to insist on changes to your job description, after consultation with you.