

JOB DESCRIPTION

Department:	Fundraising
Job Title	Regional Fundraiser South East – Part Time
Accountable To:	Regional Fundraising Manager
Accountable For:	Fundraising and Volunteer management
Based At:	Head Office – Cleeve Court, Leatherhead
Salary Band:	£20 - £25K (pro rata)
Job Purpose and Context	
<p>The Regional Fundraiser will be responsible for an agreed income target to be achieved by working proactively within the community across the region with community groups (i.e. educational establishments, Rotary, Cubs/brownies etc.), volunteer fundraisers and local businesses.</p> <p>This role will retain, motivate and develop volunteers and third parties to contribute to the income of the charity and raise local profile. There is an expectation to not only maintain current income levels, but to build upon them year-on-year.</p> <p>The post holder will work collaboratively with the Fundraising Assistant and Regional Fundraising Manager to achieve targets and objectives within the designated geographical areas and will manage local community and sporting events (as agreed) and recruit participants to deliver income within agreed ROI measures.</p> <p>Regional fundraising is supported by volunteers, interns and ambassadors who need to be managed effectively to successfully meet team objectives.</p> <p>The post holder will live the Rainbow Trust Values and professionally communicate with our supporters, over the telephone, email and face to face at various events and meetings.</p>	
Areas of Responsibility	
<ul style="list-style-type: none"> • Contribute to and deliver against annual budgets, targets and plans • Develop and inspire new supporters; fundraising groups, volunteers and ambassadors - building long-term relationships, raising the profile across the region, and income • Research, approach and engage community groups and local supporters using mechanisms for engaging their support to develop additional sources of income • Research, approach and motivate companies and event organisers to gain their support through Charity of the Year relationships • Take responsibility for planning, managing and delivering community events aligned with business plan and budgets • Deliver professional and inspiring presentations both orally and written to a wide-ranging community audience to solicit and secure support • Maintain strong relationships with existing Rainbow Trust supporters • Manage administration resulting from regional fundraising activity • Represent the charity to the media as required 	
Leadership and Strategy	

<ul style="list-style-type: none"> • Provide guidance and direction for volunteers and interns • Professionally represent the department and the charity internally and externally • Support Volunteer Fundraisers and Friends Groups to effectively fundraise for Rainbow Trust • Commit to Performance Management Process and develop stretching objectives to meet business plan • Live the Rainbow Trust Values
<p>Operational and Project Planning</p>
<ul style="list-style-type: none"> • Operate in compliance with relevant legislation, best practice and corporate policy • Organise own time and resources effectively and use initiative • Take individual responsibility for meeting agreed outcomes and objectives • Ensure that all appropriate practices, checks, training and risk assessments are carried out to adhere to current Health & Safety regulations
<p>Working with Customers and Service Delivery</p>
<ul style="list-style-type: none"> • Deliver outstanding customer service to new and existing supporters based on sound customer care principles • Respond effectively and promptly to enquiries and requests received from supporters and ensure that their expectations are met/exceeded • Nurture long lasting relationships with donors, supporters, media representatives and suppliers • Make the fundraising 'ask' as and when appropriate, and support others to do so
<p>Developing, Maintaining Systems and Procedures</p>
<ul style="list-style-type: none"> • Ensure that data relevant to areas of responsibility and activity is adequately and safely recorded and stored in Fundraising database • Ensure supporter database ThankQ is updated with all communications with supporters • Ensure compliance with data protection guidelines and corporate policy
<p>People Management and Development</p>
<ul style="list-style-type: none"> • Provide guidance and direction to regional team of volunteers and interns to create a positive atmosphere, including conducting regular meetings with volunteers so they are informed and motivated • Inspire and provide advice and support to volunteers and interns recognising and valuing their contribution
<p>Team Working and Collaboration</p>
<ul style="list-style-type: none"> • Work cohesively with the Fundraising Assistant to form an effective team • Collaborate with colleagues across the department and organisation • Develop successful cross-team working with relevant Care teams • Proactively participate in team meetings
<p>Special Conditions</p>
<ul style="list-style-type: none"> • It is expected that the post holder will be out of the office regularly meeting supporters and stakeholders • Flexible working to support evening and weekend regional events

Rainbow Trust Children's Charity

- Full driving licence
- Regional and some UK travel will be required
- The list of responsibilities outlined above is not intended to be exhaustive and the post holder may be required to carry out other reasonable tasks or responsibilities under the direction of a manager