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|  *N:\Branding\Logos\York Mind\MIND_York_Stack.jpg* Job Description |
| Job Title: | Community Fundraiser |
| Hours (including working days) | 15 hours per week, over 2 days (to be agreed) |
| Salary: Pro-rata/full time/part time | £21, 600 pro rata  |
| Responsible to: | Holly Bilton, Fundraising Manager |
| Responsible for: | N/A |
| Primary Base: | Highcliffe House, Highcliffe Court, York, YO30 6BP |
| **Aim of the post:** | To assist with the implementation of the charity’s Events and Community fundraising and awareness raising programme. This includes delivering a portfolio of events.  |
| Main deliverables: |
| * To deliver an allocated portfolio of events – Challenge events, Third Party events and awareness raising activities

To support the delivery of the York Mind community fundraising initiatives including the recruitment and ongoing support of fundraising volunteers To represent York Mind at significant local events which will include hosting information stands and delivering presentations* To provide fundraising administration support including accurate record keeping and managing enquiries
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| Main duties: |
| **Key responsibilities**1. To support the development and implementation of the fundraising strategy including target setting and reviews
2. To keep supporters informed about fundraising/ awareness activities through a range of different media
3. To maintain the database of current donors
4. To recruit and support volunteer fundraisers
5. To collaborate with the Fundraising Manager to maximise publicity opportunities and create positive working relationships with local press & media

**Community Fundraising**1. To assist with the delivery of a calendar of York Mind fundraising events
2. To provide donor stewardship for key partnership events e.g. Yorkshire Three Peaks, York 10k, Great North Run, Yorkshire Marathon
3. To support individuals undertaking their own fundraising for York Mind
4. To maintain positive professional relationships with local individuals and businesses
5. To ensure Individual Gift Aid is reclaimed where possible
6. To collect cash collection tins from supporter businesses and ensure monies are safety passed to finance
7. To prepare and send thank you letters to community supporters

**Challenge events**1. To allocate places on national fundraising events, ensuring comprehensive records are kept and event participants are supported to fundraise actively
2. To provide support to fundraising volunteers to set up their on-line sponsorship pages and provide promotional materials where required
3. To assist with the promotion of events through digital and offline channels

**Raising Awareness**1. To assist with the delivery of a calendar of awareness raising events
2. To positively promote York Minds values
3. To represent and promote York Mind and its services at a range of external events
4. To build strong internal relationships with colleagues and externally with supporters
5. To support the Fundraising Manager with producing performance reports including budget reports and progress against targets

**Other**1. To have an awareness of, and be compliant with GDPR regulations and Fundraising code of Practice
2. To ensure compliance with health and safety procedures for all staff and volunteers working on individual events
3. Undertake other duties that may from time to time be reasonably required

This role will include some evening and weekend work for which time off in Lieu will be granted with agreement of the Head of Operations and Fundraising Manager |
| **Essential qualifications:** | N/A |

The post holder will carry out any other duties, which are within the scope, spirit and purpose of the job as requested by the line manager.

If duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder.