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|   Job Description |
| Job Title: | Fundraising Co-ordinator |
| Hours (including working days) | 22.5-30 hours per week. This can be discussed, and hours can be worked flexibly across the week. We are currently working in a hybrid approach – so this role is mostly home based but will involve some work in the office and the community. |
| Salary: Pro-rata/full time/part time | £21,600 pro-rata |
| Responsible to: | Head of Corporate Services/Fundraising Manager |
| Responsible for: | None |
| Primary Base: | York Mind, Highcliffe House, Highcliffe Court, York YO30 6BP |
| **Aim of the post:** | To be the first point of contact for people/organisations who are fundraising for York Mind and to coordinate all of the fundraising administration. |

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| **Main deliverables:** |

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| * Monitor the fundraising inbox and phone messages
* Co-ordinate contact with supporters who are fundraising, or want to fundraise, with us, and provide support, materials and information that they may need.
* Visit locations within and around York to collect donations/collection boxes etc.
* Work with the finance team to manage the donations we receive
* Promote the work of the fundraisers, and the fundraising elements of the charity on social media and our website
* Keep records for the fundraising team
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| Main Duties: **A) To work within the aims and objectives of York Mind*** To work within the aims and objectives of York Mind to the benefit of those using our services
* To work within and uphold the policies and procedures of York Mind.

 **B) Fundraising Co-ordination*** To keep contact with our existing network of community supporters, maintaining and growing relationships with proactive individuals and groups raising money in aid of York Mind.
* To adhere to supporter care processes, procedures and guidelines in order to ensure that fundraisers receive the highest level of support and to maximise their engagement
* Work with community contacts and volunteers to ensure the safety and profitability of York Mind Events (e.g. bag packs and bucket collections)

 **C) Fundraising administration*** To regularly monitor and respond to any contacts received in relation to fundraising such as emails, social media DMs, phone messages etc.
* Keep up to date fundraising records
* Co-ordinate and administrate our collection boxes and donations received, including collection of boxes, provision and maintenance of contactless payments units, counting monies
* Collaborate with the Finance team to ensure safe banking of donations and maximise GiftAid wherever possible, and process and record all payments received

 **D) Social media and awareness raising communications*** To utilise social media in highlighting key service updates and opportunities to be involved within the charity as a beneficiary, volunteer or fundraiser
* Create and schedule social media contact to raise awareness of both fundraising, and occasionally the wider organisation for fundraising purposes
* Provide information/materials for, and attend events as required for fundraising
* To update and maintain relevant content on the charity’s website, using our in-house CMS

 **E) Corporate Partnerships*** To maintain a regular schedule of communication with our current Corporate Partners, to continue relationships and help them engage fully with York Mind for mutual benefit
* To work effectively with the Training Manager, pursuing shared information for the overall benefit of the income generation team

**F) Third Party Fundraising*** To work within the fundraising guidelines to support a range of Individuals and Groups in the community undertaking their own fundraising for York Mind
* To ensure Individual Gift Aid is reclaimed where possible

**Other*** Represent the charity at meetings and events as and when required
* Work with the Finance Department to ensure maximum recovery of Gift Aid
* To ensure accurate recording of financial information and maintaining systems to ensure security of cash donations collected at community
* Engage with line management, supervision, appraisal, training and development as per York Mind policies and procedures.
* To ensure that suitable records are kept in the required manner.
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| **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.