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| **yPI counselling** |
| JOB TITLE: Fundraising Executive |
| Dept: Administration |
| accountable TO: Chief Executive |

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| PURPOSE OF POST: |
| The Fundraising Executive role supports the management of a variety of fundraising activities, ranging from Corporate fundraising, grant appliations to community fundraising and event logistics. As a member of a small team, the Executive Fundaiser will hold a central role in the charity undertaking a range of duties, which are listed below. |
| **RESPONSIBILITIES AND DUTIES** |
| **Fundraising**  **This is a varied and exciting role which incorporates all aspects of fundraising:**   * To stimulate, encourage and support a variety of fundraising activities carried out by individuals, organisations and associations on behalf of YPI. * To apply for grants. * Corporate fundraising. * To identify opportunities for the CEO (or post holder) to raise awareness of YPI in the local area including giving talks, attending local events and networking events. * Develop links with individuals and groups, including companies, schools, churches and community organisations * Identify and develop fundraising initiatives to engage individuals and groups including companies, schools, churches and community organisations in line with YPI strategy * Work with organisers of events taking place in YPI’s catchment area to encourage their participants to raise funds for the charity * Actively find new supporters to promote YPI collection tins and merchandise across the area and log/maintain collection boxes where required. * To provide support in the recruitment of volunteers to assist with fundraising activities and to encourage local participation in YPI’s fundraising events. * To record and track all fundraising activity and sponsors on any databases where required. * To support the CEO in responding to fundraising enquiries, establishing sponsorship agreements, administering fundraising packs and thank you letters. |
| **General**   1. To promote equality and diversity in all aspects of the work 2. To comply with all YPI’s policies and conditions of service as laid out in the Staff Handbook and amendments. 3. To ensure a positive working environment and to assist in the general running of the organisation. 4. All employees and volunteers are expected to work as a team by actively sharing and exchanging information across the organisation, attending staff meetings when asked and working together with other staff when roles and interests overlap. 5. To undertake training as required and agreed through supervision, to build up specialist knowledge and experience in meeting the needs of young people, parents and families. 6. To be aware of the Health and Safety at Work Act and other legislation as appropriate including the Equality Act 2010 with particular reference to the protected characteristics. 7. Any other duties commensurate with the grade and falling within the scope of the post, as requested by management. 8. To be flexible where required to work across the week to meet business requirements. |
| **PERSON SPECIFICATION:** |
| **Essential**   * Demonstrable experience in community fundraising and income generation initiatives * Excellent networking and relationship management skills * Demonstrable organisational and administrative skills * A good telephone manner * General IT skills, with experience in using Microsoft Outlook, Word and Excel * A flexible approach to dealing with tasks, with the ability to manage multiple priorities in a busy environment * Good interpersonal and communication skills * Ability to manage own workload and work in a self-led way * A good general working knowledge of office procedures * An understanding of confidentiality and data protection principles and how these apply to a confidential environment such as a counselling service   **Desirable**   * Experience of working in a counselling or mental health related environment * Experience of working with computer based database systems |