

# DYSPRAXIA FOUNDATION

## JOB DESCRIPTION

**Post:** Fundraising Coordinator  
**Hours:** 27<sup>1</sup>/<sub>2</sub> hours per week, Monday – Friday (9am – 3pm)  
**Salary:** £23,660 (pro rata)  
**Location:** Based at Dyspraxia Foundation, 8 West Alley, Hitchin

### PURPOSE

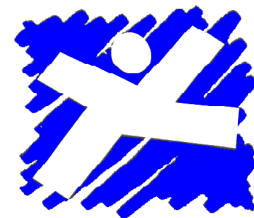
To work in partnership with the Chief Executive Officer and Fundraising Committee to coordinate, manage and expand the existing fundraising programme covering large grant applications, trust funds and community fundraising as part of the Fundraising Strategy.

Identify new and develop existing opportunities, co-ordinate and be responsible for generating fundraising income to support Dyspraxia Foundation core operations and secure the long term financial sustainability of the charity.

### ACCOUNTABILITIES

#### 1 **Coordinate and expand the current fundraising programme to meet agreed targets:**

- Research potential fundraising opportunities from known trusts, grant and lottery sources and any other bodies who may be able to support the work of the Foundation.
- Develop processes and procedures to support and encourage fundraising via social media.
- Responsible for maximising fundraising income generated through digital platforms and campaigns.
- Develop relationships with key funding bodies through networking and events and visits to stakeholders.
- Engage with our volunteer local groups to encourage them to actively participate in fundraising initiatives.
- Implement plans to increase participation in community fundraising activities and volunteer engagement using all methods of communication including websites, emails, newsletters and social media platforms.
- Increase participation in our established donor giving scheme 'Friends of Dyspraxia'
- Devise and develop a model for corporate partnership and sponsorship.
- Coordinate corporate approaches, including employee giving programmes and matched giving from employers.



- Evaluate unsuccessful applications to gain understanding of potential for improvement and future viability and acknowledge successful applications.

## **2 Monitor, evaluate and report on all fundraising linked activities**

- Record requirements of funders regarding monitoring requirements and reports on fundraising database.
- Maintain and update the fundraising database so it holds an accurate record of contacts and activities.
- Ensure terms and conditions of all grants are met (exceeded) to enhance the reputation of the Dyspraxia Foundation.
- Create opportunities for donors and key funders to see the impact of their gift/donation.
- Maintain accurate records, ensure robust verbal and written communication
- Provide regular written reports to the Chief Executive Officer and updates for the Fundraising Committee and Trustees on progress, opportunities and concerns as require.
- Monitor and evaluate personal targets.

## **3 Development of Funding Projects**

- Liaise with contacts within the charity and at local group level and work with the Fundraising Committee to identify suitable fundraising projects.
- Research and secure information for projects that enable timely and successful applications.
- Develop and maintain a strong external network to keep fully abreast of developments and opportunities in the sector
- Develop and enhance relationships with existing major donors and corporate supporters and those who have the capacity and interest to support the Foundation.

## **4 General responsibilities**

- To effectively use social media platforms and proactively promote fundraising initiatives and share stories.
- To correspond with supporters, ensuring all are responded to in a timely and appropriate manor with thank you letters, updates and news including contributing to the Annual Review and Members Newsletter.
- Support the development and delivery of a digital fundraising strategy and campaigns.
- To work closely and cooperatively with the Management Team on all fundraising initiatives, planning and execution.
- To act as a positive ambassador for the Dyspraxia Foundation, adhering to policies and procedures and guidelines issued by the Charity Commission, Companies Act and Institute of Fundraising.



- To attend charity organised events and training and carry out other duties as required.
- To undertake any other work that is reasonably requested that might fall within the role of a Fundraising Co-ordinator.

### **CONFIDENTIALITY**

The post holder has a responsibility to comply with the Data Protection Act and The Code of Practice on Confidentiality.

This Job Description does not form part of a Contract of Employment.

This is a description of the job as it is presently constituted. It is the practice of the organisation 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 the post holder.

Dyspraxia Foundation is an equal opportunities employer and will endeavour to meet the needs of all applicants.