

JOB DESCRIPTION

Post: Fundraising Coordinator
Hours: 21 hours per week
Salary: £23,660 (Pro rata)
Location: Based at Dyspraxia Foundation, 8 West Alley,
Hitchin, Herts, SG5 1EG

PURPOSE

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

Identify, develop new opportunities, co-ordinate and be responsible for generating the fundraising income in support of the Dyspraxia Foundation core operations as well as for specific projects which will enhance and improve the wellbeing of those with dyspraxia/DCD.

ACCOUNTABILITIES

- 1 Coordinate and expand the current fundraising programme to meet agreed targets:**
 - Research potential funding opportunities from known trust, grant and lottery sources, and any other bodies who may be able to support the work of the Foundation
 - Develop new initiatives for community fundraising and regular giving
 - Identify and action programmes for new income streams
 - Develop relationships with key funding bodies through networking and events
 - Evaluate unsuccessful applications to gain understanding of potential for improvement and future viability
 - Maintain accurate records of all application processes in conjunction with the Hitchin office on fundraising database
 - Develop **an** initial and ongoing communication strategy for acknowledgement and recognition of successful applications

- 2 Monitor, evaluate and report on all fundraising activities**
 - Record requirements of funders regarding monitoring, reports and feedback 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
- Maintain accurate records, ensuring 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 required
- 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, enabling 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 to proactively promote fundraising initiatives and opportunities, and share stories

To correspond with supporters, ensuring all are responded to in a timely and appropriate manner with thank you letters, updates and news, including contributing to the Annual Review and members' newsletter

To work closely and cooperatively with the Hitchin 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 any other duties as required

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