



Vacancy: Fundraising Coordinator

PART TIME CONTRACT

21 HOURS PER WEEK

SALARY: £13.00 per hour plus expenses

The Dyspraxia Foundation is a national registered charity based in Hitchin, Hertfordshire, working with children and adults with Dyspraxia/DCD. The Foundation offers a wide range of support services including a telephone helpline, website, social media platforms, membership, information sheets and events for parents, children and professionals in health, education and employment.

We are currently recruiting for a Fundraising Coordinator to work on a part-time basis liaising closely with our Hitchin Head team and Fundraising Committee to develop and expand our fundraising strategy.

The objects of the Foundation are:

- To support individuals and families affected by Dyspraxia/DCD
- To promote better diagnostic and treatment facilities for those who have Dyspraxia/DCD
- To help professionals in health and education to assist those with Dyspraxia/DCD
- To promote awareness and understanding of Dyspraxia/DCD

What is Dyspraxia/DCD?

Dyspraxia/DCD is generally recognised to be an impairment or immaturity of the organisation of movement. Associated with this may be problems of language, perception and thought. Other names for dyspraxia include Clumsy Child syndrome; Developmental Co-ordination Disorder (DCD); Minimal Brain dysfunction; Motor Learning Difficulty; and Percetuo-motor Dysfunction. You do not 'grow out' of dyspraxia/DCD and people are diagnosed both as children and into adulthood.

Person Specification

Proven experience and a recent track record of success of raising funds from Trusts, large Grant Givers and Community Fundraising.

A good knowledge and understanding of the voluntary sector funding environment and available income streams.

Strong communication and interpersonal skills with the ability to clearly convey concepts and inspire others to contribute financially.

Excellent writing and proof reading skills and be well organised with a high level of attention to detail.

Excellent time management skills with the ability to prioritise own workload and with the ability to work to a schedule of deliverables.

The ability to work effectively as part of a team and build supportive working relationships.

A high standard of general education with excellent IT skills including Word, Excel, Outlook, Database entry.

A willingness to work flexibly and proactively and respond to the emerging needs of the charity and our supporters.

A member of the Institute of Fundraising would ideally be preferred.

How to Apply

For further information visit www.dyspraxiafoundation.org.uk or contact the office 01462 455016

Please send your current CV and covering letter outlining why this role is of interest to:

Eleanor Howes, Chief Executive Officer, Dyspraxia Foundation, 8 West Alley, Hitchin, Herts. SG5 1EG or by email to admin@dyspraxiafoundation.org.uk.

Closing date for applications: **Friday 17th February 2017**