



DYSPRAXIA FOUNDATION

JOB DESCRIPTION

Post:	Fundraising Coordinator
Hours:	35 hours per week, Monday – Friday (9am – 5pm)
Salary:	Up to £25,000 per annum
Type of post:	Fixed Term for 24 months (potential for extension)
Location:	Dyspraxia Foundation HQ, 8 West Alley, Hitchin

PURPOSE

This year, 2018, marks the 30th anniversary of the Dyspraxia Foundation, the UK's only charity dedicated to raising awareness of dyspraxia, a neurological condition affecting fine and/or gross motor skills. We're proud of all that we've achieved to date but as a forward-thinking organisation, we're already looking ahead to the next 30 years. There's so much that we want to achieve, all helping to make an even bigger difference to the lives of those living with or associated with dyspraxia. Now, at a significant time in our development, we're recruiting for a talented and experienced fundraising professional to join our team and take the lead on all nationwide fundraising activity.

The successful candidate, taking on the title of Fundraising Coordinator, will work in partnership with the Chief Executive Officer and Board of Trustees, tasked with identifying new fundraising opportunities as well as developing new channels. The role will be broad covering large grant applications, trust funds, community and corporate fundraising, aligning with the fundraising strategy.

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
 - Formulate and use a drip-feed strategy to drive some the benefits of legacy giving throughout all our channels
 - 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 activities linked to fundraising

- 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 Board of Trustees about 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 Board of Trustees 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 including Facebook, LinkedIn and Twitter to proactively promote fundraising initiatives and share stories
- To correspond with supporters, ensuring all are responded to in a timely and appropriate manner with thank you letters, impact



updates and news including contributing to the Annual Review and monthly 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 reasonably-requested work that is that may 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.