



Fundraising and Events Coordinator

Job title: Fundraising & Events Coordinator

Hours: Full time (35 hours per week)

Contract: Fixed term (12 months)

Salary: £29,000 - £31,000

Location: London

About Action for Stammering Children

Action for Stammering Children is the national charity for children and young people who stammer, their families and the communities who support them.

We exist to ensure that every child who stammers has the support, respect and confidence to live the life they want to lead.

Founded in 1989, we provide support and information to young people, families and professionals; champion research into childhood stammering; and campaign for policy and societal change.

About the role

This is an exciting time to join Action for Stammering Children. Our ambitious new national strategy will help us to reach more of the 8% of children who stammer and their families across the UK. We are therefore expanding the capacity of our fundraising team to help us achieve our mission.

We are looking for a dynamic, enthusiastic individual with the experience and drive to take forward our individual giving fundraising strategy. As part of this, the successful candidate would be responsible for planning and executing our events programme.

This role requires excellent communication and social interaction skills to develop and nurture relationships with stakeholders, and work effectively within our team. The successful candidate will need some experience of event management and up to date knowledge of fundraising tools and practices in individual giving fundraising. Some experience of developing corporate partnerships is desirable.

The Fundraising & Events Coordinator will report to the Trusts and Foundations Manager, and work closely with the CEO.

Fundraising

- You will be responsible for individual giving, including one-off and regular donors.
- You will be tasked with converting one-off donors and event attendees into regular donors and volunteers through a dynamic supporter journey.
- You will support the Trusts & Foundations Manager and CEO in developing our High Value Donor Network.

- You will need to work closely with the Projects & Communications Coordinator to develop and implement the digital fundraising strategy.
- You will coordinate fundraising appeals and campaigns in collaboration with the Trusts and Foundations Manager
- You will act as the point person for volunteers organising or participating in fundraising activity on behalf of the charity.

Events Management

- You will be responsible for the events and activities strand of the fundraising strategy, with an emphasis on recruiting new donors and generating income through fundraising events and sponsorship challenges.
- You will be responsible for creating an annual schedule of fundraising events that generate income and cultivate our supporter base.
- You will lead on implementation of the annual events programme from planning through to execution and evaluation.
- You will develop sustainable annual events to achieve the charity's individual giving and corporate partnership fundraising targets.
- You will be required to develop and manage relationships with trusted suppliers and external organisations.
- You will work with the CEO on identifying external sponsorship opportunities.

Administration

- You will be responsible for managing the supporter journey for regular givers by developing and maintaining relationships with our long-standing and new donors.
- You will have responsibility for monitoring individual regular and one-off donations in consultation with the CEO and Trusts and Foundations Manager.
- You will develop insight and understanding of our supporter database through management of our CRM system.
- You will work with the Trusts and Foundations Manager to maintain an updated and detailed donor database that can complement our Trusts and Foundations portfolio.
- You will perform administrative duties in support of the CEO's work with the High Value Donor network, as well as providing secretariat support to the network chair.



Person Specification

You must have the right to work in the UK to be considered for this position.

E = essential; D = desirable

Qualifications & experience	E / D
University degree qualification or equivalent	E
Experience of working within the charity fundraising sector	E
Experience of running fundraising campaigns and events aimed at meeting an agreed fundraising target	E
Some experience of developing corporate partnerships	D
Experience with organisational CRM systems	D
Skills & knowledge	
Proficient in Microsoft Word, Excel, and PowerPoint	E
Familiar with Office 365 applications and services	D
Able to prioritise and manage time effectively	E
Excellent organisational skills	E
Strong communication and interpersonal skills, including an ability to write for different audiences and purposes	E
Experience developing and maintaining stakeholder relationships	E
Knowledge of digital fundraising tools	E
Knowledge of implementing supporter journeys for new and regular supporters	E
Creative and innovative in your approach to fundraising planning	E
Ability to set and evaluate fundraising targets as part of the broader fundraising strategy	E
Personal qualities	
Self-motivated with an ability to work independently	E
Ability to work flexibly and collaboratively within a team	E
Enthusiasm for the objectives of the charity	E
Adaptable and flexible to meet the demands of the role. This role will require working outside of usual working hours, e.g. evening and weekend work.	E

How to apply

To apply for this position, please send the following documents to admin@stammeringchildren.org:

- A copy of your CV
- Cover letter outlining your reasons for wanting to work with Action for Stammering Children and your suitability for the role (max. 2 sides of A4)

Deadline: Friday 17th November (23.59)

We reserve the right to close applications earlier should we receive sufficient interest.

Interviews expected to take place week commencing 20th November.