

JERSEY WOMEN'S REFUGE

JOB DESCRIPTION

Post	Fundraiser
Pay rate	£15.08 -£17.80 per hour
Contract	Fixed Term Contract of 12 months
Hours	20 per week (flexible to include some evenings / weekends)
Accountable to	Jersey Women's Refuge Management Committee
Line Manager	Jersey Women's Refuge Manager

The Jersey Women's Refuge is an independent Charity set up to provide safe accommodation for women and their children suffering physical and emotional abuse. Each year in Jersey approximately 1,000 women report being assaulted by their partners. Countless others suffer serious physical abuse – as well as verbal or emotional abuse – and do not report it. The needs of victims of domestic abuse span several service systems and may require the intervention of the criminal and civil justice systems, health and social services, child care, private sector and/or community agencies.

PURPOSE OF THE JOB

In consultation with the Committee and Refuge management team, devise and implement a cohesive, coordinated and comprehensive fundraising & communications strategy. Research, identify and make co-ordinated approaches to all corporate bodies for funding.

Develop and agree a budget with the Committee Treasurer for fundraising, identifying income and expenditure projections. Develop suitable direct marketing campaigns to target & increase regular donors. Co-ordinate the Refuge main fundraising events, implementing within agreed timetables and budgets.

PRINCIPAL ACCOUNTABILITIES

- Develop a fundraising and communications strategy, including projected income and expenditure projections within an agreed timetable, ensuring activities and events are approved in advance.
- Research, manage and develop relationships with new and existing corporate contacts to gain long term support, in order to meet annual income targets. To agree and monitor individual projects against agreed budgets/forecasts with the manager and committee

- Devise, produce and make attractive, achievable and appropriate fundraising proposals, identifying 'win win' relationships with corporate bodies and producing the reports to donors to meet their needs
- Identifying suitable direct marketing/social media campaigns and implementing within agreed timetables and budgets, in line with the Fundraising and Communications Strategy.
- Engage with, make presentations to and liaise with external organisations, businesses and supporters to promote the JWR with the aim of increasing fundraising opportunities and income.
- Instigate, develop and co-ordinate a flow of information that existing contacts, staff, volunteers and committee members may have about corporate bodies that we could approach for funding.
- Keep up to date with developments in the corporate field, in particular issues such as Cause Related Marketing (CRM) Corporate Social Responsibility (CSR), corporate sponsorship, staff secondments etc.
- Ensuring all relevant information regarding donations, gifts in kind, sponsorship, grants and donations received are recorded consistently and accurately in the database. Ensure that all R10 Certificates are properly recorded and receipted by the Office Administrator.
- Analyse and interpret marketing activity, presenting results and recommendations in a clear and concise way.
- Produce monthly activity and outcome reports for the Committee. Provide monthly reports on all donations received. Advise the Chair of any donations in excess of £5,000, seeking agreement as to who should respond to the donor.
- Identify and recruit suitable volunteers internally and externally to assist with events and fundraising activities. Arrange the effective mobilisation of volunteer resources dedicated to assisting with fundraising activities, holding regular planning meetings to co-ordinate, enthuse and inspire fundraising volunteers and supporters at all levels to achieve their targets. Oversee the organisation of collection boxes through the volunteers.
- Promote and increase membership of JWR 45 Club, easy fundraising search engine and monthly direct donations
- Ensure acknowledgements (thanks) and receipts are sent in respect of financial and other gifts received, i.e. Harvest and Christmas gifts, or time given etc
- Coordinating major events, such as International Women's Day Breakfast, Well-being Women's Day etc. Ensure that Outreach Workshops (co-ordinated by the Outreach Team) are included in the overall activity plan/timetable.
- Carry out any other ad hoc tasks at the discretion of the Committee.

KNOWLEDGE, SKILLS, KEY COMPETENCIES

Qualifications and Experience

Experience of corporate fundraising/marketing/media knowledge is essential. The postholder should be able to demonstrate success of increased funding streams.

Excellent interpersonal and communication skills, to include written and spoken, as well as listening to enable clear assessable information is communicated.

IT skills, including knowledge of databases, spreadsheets and word processing skills. Innovative presentations skills are highly desirable. The ability to use social media to maximise impact is essential.

The post-holder must be in possession of a driving license and their own transport.

Key Competencies

Work with the utmost discretion and maintain confidentiality.

An ability to network at all levels.

Managerial/supervisory knowledge in order to effectively co-ordinate the work of others.

Ability to develop good working relationships with potential donors, supporters, members of staff, volunteers and other professionals.

Financial acumen.

Self-motivation with an ability to work with a minimum of supervision, & prioritise the workload.

Ability to work as part of a team, offering support to colleagues as required.

Excellent interpersonal skills enabling the motivation and supervision of volunteers.

Creative marketing and presentation skills.

ADDITIONAL INFORMATION

The successful applicant will have been resident in the island for a minimum of 5 years and will be required to undergo a States of Jersey DBS Police check.

The post holder will need to be aware of Jersey Women's Refuge Confidentiality Policy – which she will be required to sign.

Due to the nature of this role the post-holder must be able to work on a flexible basis. Some work may include some evenings / weekends.

This Job Description does not limit the duties of the post-holder and JWR may require her to undertake other duties within their capacity from time to time.

The content and reporting lines in this job description are subject to review and it cannot be assumed they remain the same indefinitely.