**CORPORATE AND COMMUNITY FUNDRAISER – MATERNITY COVER**

**Once Upon a Smile Charity**

* Hours: **Full Time**
* Days: Working 5 days over 7, may include evening and weekend work.
* Contract: Maternity Cover
* Location: Trafford Park, Manchester
* Job Reference: OUAS1

**Job Description**

**FUNDRAISER**

Are you looking for a new challenge in a fun environment where no two days are ever the same?

An exciting opportunity has arisen for an experienced and self-motivated fundraising professional to join Once Upon a Smile. The ideal candidate will be self-motivated, persistent, and good-humoured and will relish the opportunity of working in a fun and creative environment. Must be an outgoing individual who would enjoy being a passionate advocate for Once Upon a Smile and the impact it has on bereaved families.

If you have professional community fundraising experience, are highly motivated, highly organised and a reliable team player, we’d love to hear from you.

We are seeking an enthusiastic self-starter with a proven track record in professional fundraising and/or sales who can help us raise the vital income we need by:

* Developing an annual voluntary income fundraising plan
* Generating new business through recruiting, managing and developing new community and corporate supporters
* Managing a portfolio of existing relationships with local schools and businesses as well as identifying and cultivating new relationships with potential prospects
* Developing and supporting volunteer fundraisers
* Motivating and influencing supporters, ensuring their long term support for the Charity
* Event management
* Maximising attendance at Once Upon a Smile events, challenges and activities

To join us in this demanding and rewarding role you’ll need to demonstrate that you can:

* Communicate and build relationships with a diverse range of people face to face and by telephone
* Effectively manage budgets and multi-task to meet tight deadlines
* Effectively manage an array of incoming events as well as proactively arranging events

######  Personal Attributes

1. An understanding of the issues that affect bereaved families.
2. A car owner with a full driving licence.

|  |  |  |
| --- | --- | --- |
| **Knowledge, Skills & Experience Required**  | **Essential**  | **Desirable**  |
| A minimum of 3 years’ experience with a proven track record of meeting income targets |  | **D** |
| Strong organisation administrative/prioritising skills | **E** |  |
| Strong communication skills both written and verbal with an ability to produce a concise and persuasive pitch | **E** |  |
| Deliver motivational presentations | **E** |  |
| Able to work with and motivate volunteers | **E** |  |
| Prepared to work irregular hours, including evenings and weekends | **E** |  |
| Ability to promote fundraising initiatives to local media | **E** |  |
| IT literate – outlook, Microsoft, internet & database | **E** |  |
| Ability to work in a team environment | **E** |  |
| Ability to use own initiative ad make decisions | **E** |  |
| Clean driving licence and ability to meet travelling requirements | **E** |  |
| Strong customer service and relationship management skills  | **E** |  |
| Strong numeracy skills | **E** |  |
| Strong project management skills | **E** |  |
| Membership of the institute of fundraising  |  | **D** |
| Educated to degree level |  | **D** |

If you would like to apply for this post; please download an Application Form from our website by clicking on the apply button.

The successful applicant will be subject to an enhanced disclosure from the Disclosure & Barring Service (paid for by Once Upon a Smile)