**JOB DESCRIPTION**

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| **Job Title:** | Community Fundraising Co-ordinator |
| **Company:** | Gorta-Self Help Africa |
| **Department:** | Fundraising Department |
| **Location:** | Midlands but other areas considered. Report to head office in Dublin every two weeks. Extensive travel around country required. |
| **Contract Type** | Part Time (3 day week) |
| **Reports to:** | Community/Campaigns Manager |
| **Job Purpose:** | To increase and maximise unrestricted income for Gorta-Self Help Africa through the development of strong relationships with churches and other community-based organisations, groups and volunteers. |
| **Key Responsibilities:** | * To develop and implement a fundraising strategy to maximise income from churches, community groups and volunteers bodies. * To maintain and strengthen relationships with existing supporting churches and other groups. To inspire and support them to raise unrestricted funds. * To deliver excellent supporter care and communications. * To develop fundraising materials and resources for churches and other groups. * To research and identify potential new supporting churches and other community-based groups. To develop and implement approaches to generate income. * Contribute to and deliver against annual budgets, targets and plans. * Maintain accurate and comprehensive records of supporters and fundraising activities using the Salesforce database and other systems. * Monitor and evaluate the results of fundraising activities. * Provide reports and information about activity, performance, supporters and volunteers as necessary. * Maintain excellent internal communications with colleagues, especially the fundraising team, to ensure that fundraising opportunities are maximized and co-ordinated efficiently. * Ensure that fundraising activity complies with relevant policies, regulations and guidelines. |
| Key Relationships: | Internal   1. Fundraising teams 2. Communications team 3. Finance and Administration team   External   1. Fundraising Officers 2. Regulatory Bodies 3. Volunteer groups |
| **Qualifications/Knowledge and Experience** | **Essential** (a) Commitment to Gorta-Self Help Africa's vision of a rural Africa free from poverty.(b) Experience of fundraising or marketing, ideally with churches and/or other community groups. (c) Experience of supervising and motivating volunteers.  Experience of writing or project managing the development of fundraising resources. (e) Degree-level education or equivalent work experience. (f) Awareness/knowledge of charity law and other regulations and guidelines relevant to community fundraising.  (g) Ability to inspire and develop strong working relationships with a diverse range of audiences. Excellent written and verbal communication skills.(i) High level of computer literacy specifically relating to Microsoft Office packages, database/CRM systems and the recording / inputting of financial information.(j) Excellent planning, administrative, organisational and time management skills to deliver results and cope with busy workload.(k) Ability to work evenings and weekends to deliver and support fundraising activities.(l) Pro-active and self-motivated approach. (m) Full clean driving licence and access to car.  **Desirable**   * Experience in the not for profit sector |
| **Role Competencies** | * **Managing yourself** – Holds an awareness of own abilities and areas fordevelopment; adapts and uses abilities to work well with key stakeholders, line and functional to ensure organisational objectives, mission and vision are met. * **Communicating and working with others** – Uses the most appropriate channel to share information with others both inside and outside Gorta- Self Help Africa. * **Delivering results** – Systematically develops plans towards achieving Gorta- Self Help Africa’s objectives and delivers on commitments; uses appropriate techniques to help achieve agreed objectives. * **Planning and decision-making** – Systematically develops plans towards achieving Gorta-Self Help Africa’s objectives and delivers on commitments; makes clear, informed and timely decisions appropriate to role, in the interests of Gorta-Self Help Africa and those we work with. * **Influence, advocacy and networking –** Engages with others inside and outside the organisation to promote the interests of Gorta-Self Help Africa and those we work with; gathers and shares a wider knowledge of issues relevant to Gorta-Self Help Africa’s work. * **Change –** Responds positively and constructively to change; manages or takes part in change processes in a way that is appropriate to role in the organisation. |

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