

Position	Community Fundraiser
Salary	£18,000 pa Pro Rata
Hours	Part-time (20 hours per week).
Normal Place of Work	The Vassall Centre Gill Ave, Bristol BS16 2QQ
Reporting to	Operations and Fundraising Manager

Background to the post

MS Research Treatment and Education is a charitable organisation aiming to grow sustainably over the next few years. Our aims are:

- to advance and fund research into the disabling condition multiple sclerosis (MS)
- to assist people who have MS in the management of their condition through treatment and education services
- to act as a representative body addressing all areas of interest for those who have MS, those close to them and those who treat and research the condition

The organisation is based in Bristol at The Vassall Centre, a friendly, fully accessible centre housing several charitable organisations. The post holder would be expected to work from the office. Parking is available on site.

Reporting directly to the Operations and Fundraising Manager, you will be responsible for supporting our community fundraising capability building on our existing work in the area. You will use your excellent interpersonal skills to develop relationships to proactively raise income from community, individual and corporate sources.

To be successful in this role you do not necessarily need prior professional fundraising experience as on-the-job training will be given and formal training opportunities will be available. It is essential that you are a proactive, adaptable individual willing to learn and develop in the role. You will also be comfortable working in a small team and with taking initiative and responsibility. We expect this post to grow in hours and scope over the next few years.

During the first 6 - 12 months, the successful candidate will be expected to establish themselves in the new role and take on the management of existing community income streams. Some early income generation will be anticipated from established sources and contacts. Post this establishment period an annual fundraising target will be proposed and agreed with the Trustees.

Main role responsibilities

1. To manage and follow up a range of community-based fundraising activities initially in collaboration with the Operations and Fundraising Manager and the Trust and Grants fundraiser to ensure the smooth running of all fundraising activities. To develop the community fundraising strategy.
2. To research and evaluate community fundraising events (cycle rides, runs, other organised activities) initially in the wider Bristol/BANES, Somerset and Gloucestershire area for potential to engage MS Research fundraisers as participants and to actively encourage participation through local press, social media and other communication channels.
3. To contribute to and maintain specific areas of a fundraising data-base for current and future reference in line with data protection directives.
4. To encourage, promote and support all fundraising participants in both public and self-organised events and ensure the timely supply of all necessary resources such as T-shirts running vests, information materials etc. and to send thank-you letters at follow-up.
5. Where appropriate to plan and communicate all relevant information about events including any specific arrangements made by MS Research to support their fundraisers.
6. To maintain a friendly and encouraging dialogue with all community donors and to respond in a timely manner to all community donor communications. Where relevant, and with agreement to ensure their inclusion in any publicity information issued by MS Research through social media, the web site and newsletter.
7. To encourage donors to follow us on social media for news and information.
8. To support the Operations and Fundraising Manager in any events organised by MS Research (e.g. information events, golf days etc.) to maximise engagement and raise the profile of MS Research.
9. To support the Operations and Fundraising manager with “in memory” donations sensitively and tactfully and to note opportunities for partnership development in this area of giving.
10. To bring to the attention of the Trustees and the fundraising team potential opportunities for MS Research to participate in national events or activities as such opportunities occur.
11. To help promote national and international events such as World MS day and MS Awareness activities.

Person Specification

1. Engaging and friendly person with the ability to deal efficiently with numerous tasks in a timely way.
2. Able to show genuine enthusiasm for the work of MS Research and to communicate this effectively.
3. Able to communicate in a timely way with colleagues to ensure the smooth operation of all fundraising activities and to follow up as appropriate with information on outcomes and any lessons learned from specific events or approaches.
4. Able to work to tight deadlines and prioritise work for maximum impact.
5. Comfortable with approaching/responding to any donors or groups of donors with advice or support as appropriate.
6. Able to deal sensitively with donors who have special needs or who may be planning a major event requiring long term support.
7. Able to keep vital information up to date on the data-base and to report any problems encountered during events or other fundraising activities.
8. Aware of and adherent to all statutory governance procedures (data protection, health and safety etc.) to ensure safe and successful operations.

NB Some flexibility over the hours worked and the distribution of hours across the week is possible with discussion, provided certain cross-over and reporting criteria with other staff are met.

A 3-month probationary period will apply.

Closing Date:

Friday, 2 November, 2018 - 18:00

How to Apply:

To apply, please send or e-mail a letter of interest, making a compelling case for why you would be the best candidate for this role. Tell us how your experience, skills and personal attributes meet the requirements of the person specification. Please also include your CV.

Contact Person: Abigail Wiltshire

Contact Email: abi.wiltshire@ms-research.org.uk

Contact Phone: 01179586986

Postal Address: The Vassall Centre Gill Avenue Fishponds Bristol BS16 2QQ