

## **JOB DESCRIPTION**

**Job Title:** C P Sport Fundraiser

**Job Purpose:** To raise funds and maximise voluntary donations for C P Sport on a sustained basis. This will include the opportunity to fundraise from a variety of sources including community, events, corporate, trusts and legacies.

**Accountable to:** Fundraising Manager

**Conditions:**

**Hours of Work:** 35 hours per week (exclusive of meal breaks)

**Unsocial Hours:** Hours of work are based around normal office hours with the need to work flexibly to accommodate evening and weekend work.

**Base:** CP Sport Office, 5 Heathcoat Building, Nottingham Science and Technology Park, University Boulevard, Nottingham

**Salary:** £25,000 pa

**Contract:** Initial 6 months trial period followed by a permanent contract

**Mileage Allowance:** 40p per mile

**Expenses:** Reasonable expenses to be agreed in line with C P Sport policy

**Holidays:** 25 days per annum

**A full driving license and own transport are requirements of the job**

**Principal responsibilities to include:**

1. to meet the fundraising targets within agreed budgets and timescales
2. to assist in implementing a fundraising programme and producing a monthly report to Board of Trustees
3. to identify and forecast fundraising income potential
4. to assist in developing and implementing a fundraising and marketing plan
5. to identify and research all relevant potential donor sources
6. to raise the profile of C P Sport with positive publicity, press and public relations exercises

7. to maintain appropriate administrative systems; maintain accurate and effective records of all work undertaken, adhering to statutory requirements where appropriate. Produce written reports, including project feasibility studies, income and expenditure figures as well as reports to Board of Trustees
8. to assist in developing fundraising materials and other publications as appropriate
9. to keep abreast of development within the external fundraising environment
10. the fundraiser will be expected from time to time to carry out duties at the direction of the Directors

**PERSON SPECIFICATION  
C P SPORT FUNDRAISER**

The person appointed would be expected to demonstrate the following essential skills and characteristics and some of the desirable qualities

<b>ESSENTIAL SKILLS AND CHARACTERISTICS</b>	<b>DESIRABLE SKILLS AND CHARACTERISTICS</b>
<p><b>CHARACTERISTICS</b> Pleasant personality Dependability, reliability Confident and persuasive communicator Flexible/positive approach</p>	<p>Interest in sport Commitment to empowering disabled people</p>
<p><b>SKILLS</b> Excellent written and verbal communication/presentation skills Co-ordination and facilitation skills Ability to work alone and as part of a team Computer literate Well developed time management skills, including the ability to set and meet targets and to prioritise work Ability to identify and research suitable donor bases Clarity in decision making Nurate Aptitude to develop successful fundraising relationships at corporate and individual level Experience of voluntary organisations</p>	
<p><b>KNOWLEDGE</b> A knowledge of good practice in fundraising in the voluntary sector A broad knowledge and understanding of the full range of fundraising opportunities A knowledge of how to keep in touch with the ever changing networks of funding</p>	<p>Ability to motivate volunteers to harness and grow their support</p>

<p><b>QUALIFICATIONS</b>  A minimum of 2 years experience of working in a job related field  An all round fundraiser with extensive knowledge of the traditional fundraising disciplines.</p>	<p>Appropriate qualification  Formal training within the framework of fundraising and public relations  Educated to degree level or equivalent  Experienced in fundraising from a variety of sources</p>
<p><b>EXPERIENCE</b>  Proven track record of raising significant sums to support revenue activities</p>	<p>Working knowledge of fundraising and public relations</p>