**York Road Project**

**Job Description:** Community Fundraiser

**Reports to**: Chief Operating Officer

**Rates of pay:** £28,000 per annum

**Hours:** 37.5 hours per week

At York Road Project we use an approach known as Psychologically Informed Environments (PIE). We apply PIE in five key areas: relationships, staff training and support, the physical environment, our psychological framework, and evaluation. Staff attend monthly reflective practice sessions as part of their ongoing training.

York Road Project supports people experiencing homelessness in Woking and the surrounding boroughs. We are looking for someone with demonstrable fundraising experience who can build on the work undertaken by our previous fundraiser. The successful applicant will need to be flexible and have excellent communication skills both written and verbal. You will be able to tell the story of our work in a way which will persuade individuals, companies and community groups to support our work.

You will be able to respond quickly to opportunities that arise, have a ‘can do’ approach to the role and work alongside a small team whilst working individually to meet financial targets.

You will be the face of the charity at fundraising events and have excellent organisational skills and able to balance several funding opportunities at once.

**Key tasks:**

* Responsible for increasing voluntary donations to the organisation; both financial and in kind.
* Devising, planning and delivering key fundraising events throughout the year.
* Promoting and telling the story of YRP using a variety of mediums; presentations, social media, website.
* Develop and maintain relationships with key supporters to ensure the success of their fundraising endeavours
* Oversee the production of relevant fundraising materials, communications, and ensure stock is managed accurately and effectively.
* Keep up to date with fundraising best practise, policy and relevant legislation.
* Any other duties as reasonably requested.

 **Essential skills or Experience:**

* Relevant fundraising experience in a similar role
* A proven track record of working to and exceeding financial targets
* Experience of utilising a variety of community fundraising methods
* Experience of working with corporate partners to generate charity funds
* Experience of researching, creating, marketing and running new fundraising events
* Experience of recruiting and managing volunteers
* Proactive and self-motivating
* Excellent communication skills both written and verbal
* Experience of managing social media and website
* Ability to present to a variety of audiences
* Experience of taking a project from idea to completion
* Excellent organisation skills
* Excellent IT Skills (including Microsoft Word, Excel, PowerPoint and SharePoint.
* Ability to work to tight deadlines
* Ability to work on a variety of tasks at any one time
* Ability to develop your own work plan and manage your time effectively
* A commitment to the work of York Road Project
* Able to work evenings and weekends when necessary.

**Desirable Skills or Experience**

* Experience of creating a volunteer fundraising group
* Experience of securing new corporate partners and managing those relationships
* Experience of writing grant applications and securing funding
* Knowledge of fundraising best practice and legislation
* Access to car with full driving licence.

To apply, please send your CV to cherisse.dealtry@yorkroadproject.org.uk