**Events and Community Fundraising Executive**

**Job Title:**  Events and Community Fundraising Executive

**Reports to:** Head of Events and Community Fundraising

**Contract:** Permanent (35 hours per week)

**Salary:** £26k per annum (inclusive of London weighting)

**Location**: Home based initially - moving to Lambeth office when restrictions allow

The Vision Foundation believes passionately that people living with sight loss should have the same opportunities as anyone else. We strive to ensure London is a city that works for everyone and that avoidable sight loss is prevented.

The Vision Foundation is a sector leader in London standing up for the rights and freedoms of people living with sight loss. The charity funds organisations providing front-line projects and services across the capital, and works collaboratively through researching, building capacity, funding and advocacy. We’ve been going for a hundred years and following a cultural and organisational re-shaping, including changing our name and branding, we have the energy and drive of a start-up.

We need an Events and Community Fundraising Executive to join our successful and growing fundraising team to help develop, support and manage a range of events. From the London Marathon to gala balls, working with everyone from fun-runners to royalty, this role has everything. As the world opens back up, this role will also be exploring greater community partnerships within the London area – everyone from schools, Rotary groups, and gamers. Reporting into the Head of Events and Community Fundraising, you’ll work closely together to research and develop new opportunities as well as manage current events and partnerships. We’re looking for excellent communication skills and a high level of organisation. Also needed is a love of building relationships and the energy and enthusiasm to motivate supporters and partners.

You will be joining the organisation at an incredibly exciting time and have the opportunity to develop your skills in fundraising and event management with an organisation who has ambitious growth plans over the next five years.

**Role Responsibilities:**

* Contribute to Vision Foundation’s overall fundraising strategy as a member of the Fundraising Team
* Support the Head of Events and Community Fundraising to develop and implement Vision Foundation’s challenge events strategy by growing net income in this area and actively seeking new opportunities
* Manage logistics and delivery of events, as well as managing volunteers as appropriate. This includes ensuring our events are accessible for visually impaired participants
* Work with the Individual Giving Officer to implement post-event stewardship journeys to encourage further support to Vision Foundation
* Work with the Database Manager to monitor, analyse and report on event performance
* Manage the current community fundraising relationships, and actively seek more opportunities to grow this area of fundraising, including with schools and Rotary groups
* Work with the two Static Media (collection box) collectors to support their community fundraising opportunities
* Work with the Communications, Fundraising and Administration Officer to ensure social media posts and other promotion opportunities are carefully planned and well executed
* Support the Head of Events and Community Fundraising, the Head of Corporate Partnerships and other colleagues with special event planning, logistics and management
* Provide general administration support across the fundraising team as required
* Use ThankQ, the fundraising database, to effectively administer and manage event and community activities
* To work in compliance with the Fundraising Regulator’s Code of Practice and data protection legislation and be an ambassador at all events, ensuring the charity’s profile and reputation are enhanced

**Requirements:**

* Relevant event management experience
* Relevant relationship management experience
* Excellent communicator in formal and informal communications, both verbally and in writing, to all stakeholders
* Proven ability to engage, inspire and enthuse a range of supporters
* A commitment to undertake training where required and an enthusiasm for new challenges and experiences
* Excellent interpersonal skills with the ability to build rapport
* Creative thinking, imaginative and entrepreneurial attitude towards fundraising
* IT literate with experience of Word, Excel, PowerPoint, Publisher, Outlook, and databases
* A commitment to Vision Foundation’s values namely, collaborate, empower, intelligent, courageous

**Desirable skills, knowledge & experience:**

* Experience of using a CRM database to support relationship management
* Experience of working with volunteers
* Experience of digital design and social media execution
* Understanding of the charity sector and associated fundraising techniques

**Personal qualities**:

* An understanding of and commitment to London’s blind and partially sighted people
* Organised with the ability to juggle several deadlines at the same time
* Positive and enthusiastic
* Self-motivated, team worker with ability to work autonomously as required
* Willingness to work flexibly where required
* Approachable, creative, ‘can-do’ attitude

The role description is a general outline of duties and responsibilities and may be amended as Vision Foundation develops and the role grows. The post holder may be required to undertake other duties as may be reasonably required from time to time.