

Job description

- Job Title:** Community Fundraiser
- Hours:** Negotiable- full or part time.
- We are prepared to be flexible to attract the right candidate. The post will include some evening and weekend work to attend events and cheque presentations.
Minimum 16 hours per week, maximum 37 hours per week.
- Salary: -** Negotiable based upon experience, £20-28,000
Mileage will be reimbursed at 45p per mile
- Context: -** Springboard Opportunity Group was established in 1976, although based in Chippenham, Springboard supports families from the whole of North Wiltshire.
Springboard is a specialist centre which supports pre-school children with special needs and their families.
Our motto is: *'maximising ability, minimising disability'*
- Purpose of the post: -** Developing closer links within the North Wiltshire Community, promoting Springboards' profile throughout the area and generating income and support from the community.

Key Tasks

- Network and identify new supporters, whilst maintaining and developing relationships with existing supporters
- Develop new and imaginative fundraising activities
- Raise awareness of Springboard locally e.g. giving talks to groups or seeking photo opportunities with the media
- Develop and coordinate web-based fundraising e.g. crowdfunding
- Support staff with fundraising applications to charitable trusts
- Develop and implement a strategy for individual and corporate supporter recruitment and development
- Oversee corporate fundraising
- Ensure all relevant fundraising / network data is kept on database and evaluate success rates and targets achieved
- Attend events organised by third parties to promote Springboard.
- Work with staff and service users to create a positive and genuine image of Springboard.
- Co-ordinate traditional activities, advertising for volunteers to take part in local marathons, cycle rides etc.

Closing date: 2nd January (no late applications will be considered).

Shortlisting date: 3rd January

Interview date:-14th January.

For an application form please download from our website:

www.springboardchippenham.co.uk, it is located under the news tab and then follow the vacancy link on the right of the page.

Electronic applications to be sent to Business@springboardchippenham.co.uk alternatively please send a hard copy to Anne Farrell, Business Admin, Springboard North Wilts Opportunity Group, Kings Rise Centre, Lodge Road, Chippenham, Wilts, SN15 3SY.