

JOB DESCRIPTION

Job title	Fundraising Coordinator
Location	A Way Out
Hours	18 hours a week (including flexibility to attend out of hours and weekend events)
Reports to	General Manager
Ethos of A Way Out	<p>A Way Out is a charity with a difference.</p> <p>We are an outreach and prevention charity working with the most vulnerable and excluded women, families and young people. We engage, empower, equip and enable to prevent further harm, exploitation and life limiting choices and behaviours.</p> <p>A Way Out is not a “three strikes and you are out” agency, but one that works patiently and tirelessly with grace and mercy at the core, which motivates us to “go the extra mile”.</p> <p>As an organisation based upon universal Christian values, believing in meeting people where they are, building hope and trust, and empowering them towards recovery and ‘a way out’ of their difficulties.</p>
Job Summary	<p>The role will be responsible for the development and growth of A Way Out’s on-line and off-line fundraising support and from smaller charitable trusts and other charitable giving organisations. This will include recruiting and training a small team of fundraising volunteers.</p> <p>The role will therefore raise the profile of A Way Out; leading the development and delivery of a cost-effective community fundraising strategy; and contribute to raising awareness, understanding, and challenging negative stereotypes, of those experiencing abuse, harm and exploitation to ensure their voice is heard and their needs met.</p> <p>The role will incorporate an innovative approach thinking creatively outside of traditional fundraising structures and with skills to develop and grow A Way Out’s community support.</p> <p>The role will engage with community groups, trusts, charities, local businesses, other partners (including local authorities) and the general public through existing networks and our own and partner websites, and social media accounts to then develop and deliver campaigns and events, growing corporate support and encouraging individual givers and donors.</p> <p>The role will be responsible for creating and managing a new team of fundraising volunteers to assist with awareness raising (including organising and/or attending events) and fundraising (through campaigns, trust applications, donations and events) to further raise awareness and understanding and generate income to support our services.</p> <p>The role will maximise the generation of on-line and off-line community funding and support for A WAY OUT and be responsible for ensuring our fundraising complies with all legal requirements and follows recognised best practice.</p>

Key responsibilities and duties

- To lead the development and delivery of a cost-effective Fundraising Strategy to generate new income for A Way Out through campaigns, donations and events (on and off line) and grants.
- To ensure that all fundraising activities are aligned to our strategy and business plan, adhere to our policies and procedures, and are compliant with all relevant legal requirements and follow recognised best practice..
- To identify and research potential new and innovative and creative fundraising opportunities.
- To develop and deliver fundraising campaigns and event that raise awareness of A Way Out, engage a wider audience and generate new income.
- To engage and build on-line and off-line networks of individual and organisational supporters to raise awareness of A Way Out and increase income from regular and one-off donations.
- To engage and build relationships with charitable trusts and other charitable giving organisations and to prepare and submit applications, letters, proposals etc to raise awareness of A Way Out and secure new income in agreement with Line Manager and Business Development Manager.
- To identify and respond to national, local and on-line fundraising opportunities, in agreement with Line Manager, including national campaigns and events to further raise awareness of A Way Out, engage a wider audience and generate new income.
- To ensure any events are planned, marketed and executed within budgeted expenditure .
- To assist in the recruitment and engagement of volunteers via community/corporate and on-line events, partnerships and platforms to maintain volunteer support of the delivery of A Way Out's services.
- To assist in the recruitment and training of volunteers via community/corporate and on-line events, partnerships and platforms.
- To support volunteers to develop new fundraising opportunities campaigns, donations, on-line and off-line appeals, legacies and events
- To provide regular updates and facilitate engagement and contact opportunities for A Way Out Community Fundraising volunteers.
- To work with other A Way Out staff and volunteers to promote fundraising activities.
- To undertake monitoring and evaluation, maintain accurate volunteer records and contribute to producing regular internal and external reporting against objectives and targets.

- To ensure the accurate recording of all partner and supporter contact information on a centrally held record, including information relating to relevant communications.
- To ensure that contributions arising from the fundraising activities are held securely, acknowledged, thanked in a timely and appropriate manner and that supporters/donor relationships are positively maintained.
- To support the General Manager and other staff to promote the work of A Way Out through regular communication including producing appropriate fundraising materials both on and off line.
- To maintain an up to date awareness of the work of A Way Out services and to identify fundraising needs and opportunities.
- To ensure key messages are in line with the ethos and development of A Way Out and in line with A Way Out's Business plan.

General terms of reference – In carrying out the above duties the post holder will

- Take responsibility for fulfilling job description.
- Participate in appraisal, training and supervision processes.
- Ensure the implementation of all A Way Out policies.
- Keep abreast of relevant developments, legislation changes and practices and share them with the team ensuring that organisational changes are aligned where appropriate.
- Undertake other duties appropriate to the grade of the post.
- Work strictly within the guidelines of the organisation's Safeguarding, Confidentiality, Data Protection, Professional Boundaries and Health and Safety Policies at all times.