



## Rockinghorse: Job Description

### 1. Overview

**Job title:** Schools and Community Fundraising Manager – 12-month Maternity Cover

**Reporting to:** Head of Fundraising

**Hours:** 22.5 hours per week

### 2. Job summary

The role is to develop systems for approaching and recruiting schools, colleges and universities to support Rockinghorse. The role will also plan a programme of approaches to new community groups and to develop existing Rockinghorse donors into long term supporters.

### 3. Specific areas of responsibilities

| Areas of responsibility                         | Key tasks  |
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| <p><b>Community and Schools Fundraising</b></p> | <p>Manage and establish relationships with a wide range of community groups, individuals, small businesses and schools.</p> <p>Provide community groups and schools with the required support for them to be able to carry out their fundraising activities.</p> <p>Achieve agreed financial targets for community and schools fundraising.</p> <p>Manage, co-ordinate and recruit volunteers to assist with projects and charity wide events.</p> <p>Develop a strategy to expand the number of Rockinghorse supporters and research new fundraising audiences.</p> <p>Develop regular opportunities to engage with community groups. This will incur evening and weekend working.</p> <p>Network within the community to raise the profile of Rockinghorse and create opportunities for new partnerships.</p> <p>Hold school assemblies and presentations with community groups and organisations.</p> <p>Manage the charities collection tin programme.</p> |

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| <b>Wider relationships and responsibilities</b> | <p>Work collaboratively with other members of the team to identify funding opportunities to maximise income and raise awareness of the charity's work.</p> <p>Ensure all activities comply with charity, tax and other statutory requirements.</p> <p>Undertake other tasks as may be reasonably required by the Head of Fundraising.</p> |
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## Person specification

### Essential

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| <p><b>Abilities/skills:</b></p> <ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills, including public speaking</li> <li>• Able to build and maintain beneficial working relationships with a wide range of stakeholders, including service groups, schools and churches, hospital staff, children and their families.</li> <li>• Able to prioritise, meet deadlines and work well under pressure</li> <li>• Able to work on own initiative</li> <li>• Excellent organisational skills</li> <li>• Team player</li> <li>• Able to work flexibly and attend evening and weekend functions (with time off in lieu)</li> </ul> |
| <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience of project management, including budget and outcome monitoring and reporting</li> <li>• Experience of working in the public or charity sector</li> </ul>   |
| <p><b>Knowledge/qualifications:</b></p> <ul style="list-style-type: none"> <li>• Understanding and commitment to Equal Opportunities</li> <li>• Excellent knowledge of Microsoft Office</li> </ul>   |
| <p><b>Other requirements:</b></p> <ul style="list-style-type: none"> <li>• Hold a full current UK driving licence</li> </ul>   |