

# Job Description



**Job Title:** Community Funding & Marketing Officer (Maternity Cover)

**Location:** Bradbury Building - Smiles House, Octagon Business Park, Hospital Road, Little Plumstead, Norwich, NR13 5FH

**Reporting to:** Funding & Marketing Manager

## Job Purpose

To ensure that community fundraising activity is supported and co-ordinated; and to implement aspects of the fundraising and marketing strategies relating to community activity, delivering against income targets.

## Duties and Responsibilities

Contributing to the development of, and delivering against, annual targets and plans

Ensuring that fundraising activities and collections etc. are run effectively and are well planned, marketed and supported, with risk assessments are carried out as required

Organising, managing and co-ordinating Nelson's Journey community fundraising initiatives

Preparing and publishing social media content; and interacting with other users

Attending local fundraising activities and cheque presentations

Providing reports and information about activity, performance, supporters, volunteers etc. as necessary and upon request

Working with fundraising groups and supporters in ways that encourage and support people to fundraise for Nelson's Journey

Providing and facilitating supporters with a choice of how they fundraise and work with Nelson's Journey

Secure and maintain partnerships to support fundraising activities and initiatives

Responding to enquiries from the public, volunteers, fundraisers etc (by phone, mail, email, social media, in person) including responding to requests for information and materials

Giving talks and presentations to local organisations such as schools, rotary clubs, WIs etc to increase awareness of and support for Nelson's Journey activities

Working with local media and PR to maximise publicity and awareness of Nelson's Journey and its activities

Recruiting, co-ordinating and supervising as required the work of volunteers, including for the purpose of delivering talks and presentations to community groups

Working within Nelson's Journey policies, procedures and adhering to legal frameworks

Undertaking administrative and other appropriate duties as may be required