

## THE NOT FORGOTTEN ASSOCIATION

<b>Job Title:</b>	Fundraising Coordinator
<b>Reports to:</b>	Head of Events and Grant Manager
<b>Hours per week:</b>	35
<b>Salary:</b>	£22K to £26K depending on experience

The Not Forgotten Association is looking to recruit a new Fundraising Coordinator to have responsibility to oversee fundraising activity and coordinate volunteers for the charity. The Not Forgotten delivers recreation and entertainment opportunities to wounded, injured and sick serving personnel and disabled veterans. The position is in a small charity of just eight staff who directly support some 10,000 beneficiaries each year. Based in Victoria we are looking for an enthusiastic and dynamic individual to take on this key full time appointment as soon as possible.

### 1. Main Purpose of the Role:

To be the NFA's Fundraising and Volunteer Co-Ordinator and support the Grants Manager/Fundraising and Head of Events.

### 2. Environment of the Job:

The Not Forgotten Association is a small not-for-profit organisation, which exists to organise and host a range of events, entertainment and recreation for the military serving wounded, injured or sick and for ex-service men and women with disabilities. We are renowned for our personal style and ethos, and for the exceptional and wide ranging support we provide to our beneficiaries. The organisation is funded by donations and is overseen by a board of Trustees. The job is based in the Association's offices at 2 Grosvenor Gardens SW1W 0DH, but requires the post holder to be prepared to travel to support the charity's activities throughout the UK.

### 3. Main Duties and Responsibilities:

- Coordinate and support the activities of all NFA fundraisers and assist as required including dispatch of promotional items
- Ensure appropriate NFA attendance at events, attending in person as required
- Maintain a log of where all NFA promotional and fundraising equipment is
- Work with the Communications team to ensure social media promotes activities and acknowledges achievements
- Manage on-line fundraising pages and support as required ensuring database is updated
- Identify, develop and implement new ideas for raising funds for the Association
- Organise station collections and assist with other fundraising events
- Updating CRM database (Civi) with donations/collections and fundraising information
- Volunteer Co-Ordinator, ensure Civi is up-to-date with all Volunteers details
- Assist with the input of beneficiary data on Civi
- Assist with the production of risk assessments for holidays and events

#### **4. Other Duties and tasks**

- Attending NFA events, specifically Royal events
- Carry out additional duties as requested by the Senior Management Team (SMT)

#### **5. Dimensions of job**

In addition to the above tasks the individual will be required to help other members of the staff during periods of high activity and be prepared to represent the charity at events as directed by the SMT.

#### **PERSON SPECIFICATION**

It is critical that the applicant has a strong empathy with the charity's objectives and our beneficiary base.

- Possess excellent interpersonal skills, able to engage socially and with confidence with beneficiaries, benefactors and the wider public, and represent the charity at events.
- A confident and fluent communicator both verbal and written. Great at proof reading and attention to detail
- Experience in a similar role and with an understanding of marketing, including Cause Related Marketing, and Corporate Social Responsibility.
- Experienced and proficient in office management and communication systems; possessing comprehensive IT skills; Microsoft Office Outlook, Word, Excel & Sage.
- Dynamic and proactive in finding solutions and enhancements, presenting them to the SMT and implementation, as directed.
- A quick learner who has established organisational and planning skills.
- A team player who works collaboratively and is ready and willing to play their part in all the charity's activities, specifically fundraising.
- A demonstrable flexible work ethic.
- Displays initiative, being able to work to tight timelines and meet deadlines effectively with the ability to manage own tasks/priorities effectively.
- The maturity, self-discipline and self-motivation to work without supervision.
- Prepared to travel to attend charity events

Applications should be made by 18 October by sending a CV and a short covering letter (no more than one sides of A4 showing how you meet the requirements) to [recruitment@nfassociation.org](mailto:recruitment@nfassociation.org). Requests for further information should also be sent to this email address.