



JOB DESCRIPTION

Job Title:	Fundraising Campaign Co-ordinator (Choirs Support Team)
Reporting to:	Director
Hours:	22.5 hours per week
Salary:	£20,000 -£23,500 per annum pro-rata
Location:	Working from home (with occasional office attendance, must be in commuting distance of central London)
Contract:	Fixed term contract to 31 st December 2020

BACKGROUND & ROLE SUMMARY

The Military Wives Choirs (MWCs) bring women in the military community closer together through singing. We are a unique and special network of 73 choirs across the UK and internationally in which women can come together to sing, share and support each other, wherever they are.

The Choirs Support Team are here to *enable* the network of MWCs. We strive to provide the best possible experience for members. We develop projects that bring women from different choirs together across the network, recognising we are stronger together. We are an independent subsidiary charity of SSAFA, who provide us with office facilities and services.

In this key role you will have responsibility for supporting the charity's engagement with all key stakeholders, whilst working with the Director to develop and deliver fundraising income that will help us survive and thrive.

This is a varied role and it would suit a confident and experienced communicator who relishes being busy and creative.

Working with the Director the key responsibilities include

1. Using the CRM system e-Tapestry to ensure all data remains accurate and timely
2. Create audiences for agreed marketing and promotional messaging
3. Helping to develop key messages for specified fundraising campaigns
4. Proactively seek, research and propose partnership and support opportunities for fundraising events and campaigns.
5. Work with external providers and other military charities to deliver fundraising opportunities
6. Engage relevant trusts or foundations in our work and draft funding applications as appropriate
7. Monitor existing charity grants to ensure appropriate and timely reporting is delivered

8. Work with the Director to develop and manage a 'Friends' individual giving scheme for the organisation, including thanking and recognising donors, sending out newsletters and recruiting new 'Friends'
9. Oversee the collection, analysis and secure storage of supporter contact details so that we comply with data protection laws

As a small team, we expect all team members to pick up other duties commensurate with their skills and capabilities and be flexible, adaptable and willing to take on new challenges.

PERSON SPECIFICATION

Experience	Essential	Desirable
At least 12 months experience in a similar role	*	
Experience of handling data within CRM systems	*	
An excellent understanding of audience development and campaign management	*	
Experience of working to tight deadlines	*	
Fundraising experience	*	
Degree educated (or equivalent)		*

Skills & Personal Attributes	Essential	Desirable
First class communication skills (written and verbal) and listening skills	*	
A passion for the Military Wives Choirs, our mission and vision	*	
A proactive and positive approach, with resilience and empathy	*	
A collaborative approach and a willingness to be guided by the best interests and views of the choir members	*	
Advanced MS Office Skills (Word, Excel, PowerPoint, Office 365)	*	
Experience of the military community either as a serving personnel or a family member of a serving personnel		*

