



## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Fundraising &amp; Campaign Co-ordinator (Choirs Support Team)</b>
<b>Reporting to:</b>	Fundraising Manager
<b>Hours:</b>	22.5 hours per week (flexible across Mon-Fri, 9am-5.30pm)
<b>Salary:</b>	£24,146 per annum pro-rata
<b>Location:</b>	Working from home (with occasional office attendance)
<b>Contract:</b>	Part Time maternity leave cover, up to 12 months

## **BACKGROUND & ROLE SUMMARY**

With 72 choirs and nearly 2,000 members in British military bases across the UK and internationally, the Military Wives Choirs is a charity that brings all women in the military community, not only wives, closer together and empowers them through singing.

Families of service personnel move around frequently and it can often be tough to put down roots or make new friends, particularly when loved ones are away for long periods of time. Research shows that singing in a choir can help to alleviate stress and can contribute to an improvement in mental health. The Military Wives Choirs therefore have a vital role to play by bringing women in the military community together to sing, share and support one another.

In this role you will have responsibility for supporting the charity's engagement with all key stakeholders, while working 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.

## **KEY RESPONSIBILITIES**

Working with the Fundraising Manager the key responsibilities include

1. Engage relevant trusts or foundations in our work and draft funding applications as appropriate.
2. Monitor existing charity grants to ensure appropriate and timely reporting is delivered.
3. Work with other members of the Choirs Support Team to ensure all expenditure related to grant funding is accurately measured and recorded.
4. Work with the Choirs Support Team to ensure that all appropriate measurement of individual activity is accurately recorded to support grant applications and reports.

5. Using the CRM system e-Tapestry to ensure all data remains accurate and timely.
6. Oversee the collection, analysis and secure storage of supporter contact details so that we comply with data protection laws
7. Support opportunities for fundraising and campaigns
8. Work with external providers and other military charities to deliver fundraising opportunities.
9. Work with the Fundraising Manager to develop and manage a 'Friends' individual giving scheme for the organisation, including thanking and recognising donors and sending out newsletters.

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 customer focused role	*	
Experience of handling data within CRM systems	*	
An excellent understanding of audience communication and development	*	
Experience of working to tight deadlines	*	
Fundraising experience of working in a fundraising, sales or marketing environment	*	
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		*

To apply for this role, please send a copy of your CV and a covering letter to [ewood@militarywiveschoirs.org](mailto:ewood@militarywiveschoirs.org)

Closing Date for applications is Monday 16 May at 5pm

For an informal discussion, please email Ellie at [ewood@militarywiveschoirs.org](mailto:ewood@militarywiveschoirs.org)