### **FUNDRAISER KIDZ KLUB LEEDS**

## **HOURS OF WORK:** 37.5 hours per week based from the Kidz Klub Office at Bridge Community Church, Rider Street, Leeds. This will include some out of office hours (eg evenings and weekends for presentations and events). Compressed hours/less hours/term time only hours may be considered for the right applicant.

**SALARY:** £17,901-£22,658 gross, dependant upon experience and qualifications

## **HOLIDAYS**: Pro rata of 6 weeks/year to be taken during the school holidays.

**Pension:** Is offered in line with the Trusts Pension policy and current statutory requirements.

## **REVIEW**: This post is subject to a successful 3 month probation period. Annual appraisals will be carried out thereafter by the Leadership Team.

**START:** March 2020 or as soon as possible

**OVERALL JOB SUMMARY:**

* This is a crucial role, working to strengthen and develop all areas of the fundraising strategy for Kidz Klub Leeds. The post holder will work alongside Sarah Turner (Charity Co Leader who oversees the Fundraising Strategy) and the existing Fundraising Team to deliver fundraising through; trusts, events and community groups, individuals, legacies, churches & corporate supporters. The post holder will work alongside the team to find new sources of income. The successful applicant will implement the existing annual fundraising strategy alongside the team as well as contributing to the development of key areas. The post holder will work closely with the Kidz Klub Leadership Team to achieve an annual growing target in line with the Trusts 10 year strategy.

**PERSONAL SPECIFICATION:**

**Essential**

*Commitment to and understanding of the vision and aims of Kidz Klub Leeds.*

* Trustworthy, hardworking, reliable, respects confidentiality, use of initiative
* Ability to work to tight deadlines and to deliver to annual targets
* Self motivated and able to demonstrate excellent use of their own initiative
* Excellent communication, interpersonal, presentation and written skills at all levels
* Strong project management skills
* Management skills
* Strong team development skills
* Strong organizational skills and able to organize their own time
* Experience of fundraising, events, project management or PR
* Voluntary sector knowledge
* Solution focused approach
* Excellent computer and web skills, especially with MS Office package including Publisher, PowerPoint, Word, Excel and Access.
* Ability to work well in a team and to take and carry out instructions
* Flexibility
* Sense of fun and creativity

**Preferable**

* Design skills
* Voluntary sector experience

**KEY WORKING RELATIONSHIPS**:

* The worker is part of the Kidz Klub Leeds Staff Team and will be welcome to be involved in the weekly and monthly prayer meetings
* The worker will join in monthly staff meetings.
* The worker is accountable to their Line Manager, Charity Co Leader Sarah Turner
* The worker will work closely with the Finance Administrator, Fundraising Officers and Leadership Team
* The worker is part of a wider team of supporters and volunteers who are involved with Kidz Klub

**DUTIES OF THE POST:**

* *Key to this position is the implementation of Kidz Klub Leeds Child Protection Policy in all relevant areas of work.*

**Trust fundraising**

Alongside Trust Fundraising Officer write agreed target figure of Kidz Klub Leeds’ applications and manage agreed relationships with grant making trusts including as necessary:

* Research trusts and write applications, taking into consideration present, past and ongoing funders
* Trust award administration and mail out of appeals and annual reports to funders.
* Communicate with, send reports to and build relationships with grant making trusts
* Maintain and develop current systems for impact monitoring and evaluation. Working to develop this and measure impact against the Trusts Theory of Change, placing the voice of the child at the centre of all evaluation.
* Working towards an agreed annual target

**Local authority**

* Maintain and build relationships with local councillors and applications to local authority/counsellors funding.

**Monitoring and Evaluation**

**Events**

* Organise annual fundraising events plan and corresponding publicity.
* Oversee work of support staff for Events and Donations in agreed number of events planning and implementation and distribution of fundraising events packs
* Develop and run new events and an events team for fundraising projects including materials
* Enable and support KK supporters and team members in their fundraising events
* Working towards an agreed and growing annual target through both in house and supporter-led events
* Develop fundraising events that engage children and families

**Friends of Kidz Klub Scheme and Donors**

* Maintain present Friends of Kidz Klub
* Communicate with Friends, thank on an annual basis and nurture relationships
* Create new ways to involve Friends in the life of Kidz Klub Leeds
* Create a large donors care system
* Oversee work of support staff in administration of/communication with new and leaving friends.
* Build Friends of Kidz Klub
* Increase the present number of individual givers alongside Leadership Team through present strategies including church presentations, biannual appeals, online and through social media
* Improve present strategies and create new methods of increasing Friends of Kidz Klub
* Develop donors base
* Develop a strategy to increase individual one off donations and large donors/ events to develop donations from high net worth individuals.
* Work towards annual targets to increase friends and donors base-

**Donations**

Support and assist staff and volunteers working on this as part of the Fundraising Team:

* In kind support from shops, attractions, community groups etc…
* Developing existing relationships and starting new relationships to source goods and materials for the running of Kidz Klub Leeds activities
* Source goods and prizes for use in auctions and other charity events

**Legacies**

* Develop and oversee legacies systems for the charity, including publicity.

**Web presence/Fundraising Communications and public relations**

* Input into annual review of the communications strategy.
* Develop Kidz Klub’s public image alongside the Leadership Team
* Review, maintain and update Kidz Klub’s fundraising section of website
* Alongside Communications Manager -developing Kidz Klub’s image among supporters, churches, local newspapers, radio and other media outlets for fundraising.
* Keeping website and social media up to date for fundraising events alongside communications manager
* Explore new ways to fundraise through social media and communications

**Fundraising strategy:**

* Input into annual review and development of the fundraising strategy. Including assisting as agreed in the business development of the charity including feasibility into social enterprise- alongside Leadership Team.

**Other**

* The post holder is to visit various Kidz Klub activities as agreed each term.
* Alongside Leadership Team assist as needed in maintaining current supportive business relationships as agreed.
* The post holder is part of the staff team who will deliver an agreed number of presentations to local community groups and congregations and represent Kidz Klub Leeds at community events and networking opportunities this will include some weekends and evenings
* Undertake any other duties which facilitate the smooth running of Kidz Klub Leeds