**Job Description**

Job Title: Community Fundraising Manager

Reporting to: Chief Executive

Salary: £24,000 per annum pro rata

Hours of Work: 18 hours per week. Flexible Times.

Place of Work: Home Based

Contract: Temporary, 16-month contract

The successful candidate will be expected to work as part of the Fundraising Team to:

* Proactively work in the community to develop relationships and secure income
* Generate income from a variety of community sources
* Increase donations from individuals
* Increase donations from community groups and schools
* Engage with SNAPS families to encourage fundraising within their social and professional circles
* Develop a SNAPS Fundraising Committee
* Recruit, support and motivate fundraising volunteers
* Develop SNAPS fundraising events
* Secure places in local and national fundraising events and recruit individuals to take part
* Develop new fundraising techniques for SNAPS
* Promote SNAPS’ fundraising events on our website, social media and via our newsletter
* Keep accurate records of projects, amounts raised and donors in line with Data Protection
* Develop and maintain relationships with key partners and donors
* Develop innovative ways to engage with new supporters
* Work with and support donors and fundraisers to ensure their experience of SNAPS is a positive one
* Thank donors in appropriate and engaging ways to maintain and develop relationships
* Research and write grant applications
* Manage their own budget and meet set financial targets
* Work sensitively with SNAPS families to engage, but not wear out, their good will
* Raise awareness of the charity and to highlight its valuable work
* Attend fundraising meetings when necessary
* Attend SNAPS Saturday sessions when necessary
* Attend Board meetings when necessary
* Develop good working relationships with the SNAPS staff and volunteer team
* Support additional activities as and when required
* Adhere to SNAPS operational and employment policies and procedures