



Job Description: Community Fundraiser

Part time – 15 hours per week

The organisation:

Stripey Stork is a registered charity (1161613) who transform the lives of families in need through the simple act of recycling. We collect new and pre-loved items for babies and children - equipment, clothes, furniture, and toys - and distribute them to families across Surrey and surrounding areas. The families Stripey Stork help are facing a range of challenges including homelessness, unemployment, low wages/high living costs, long term ill health, and domestic abuse.

Stripey Stork believe that every child deserves the **same start** and that by sharing the items our families have outgrown we can support a circular economy in a focused and meaningful way.

Our vision is that **every child in Surrey** has access to the essential things they need to develop and meet their potential.

Our mission is to **alleviate the impacts of childhood poverty** by providing a practical way for families to help each other with kindness and purpose.

Meet us here: <https://youtu.be/CDZcFsz6ZAg>

Access our annual reports here: <https://stripeystork.org.uk/annual-reports/>

Overview of the role:

The purpose of the Community Fundraiser is to develop rich and rewarding relationships with the community to secure income for Stripey Stork. This will be achieved by ensuring that fundraisers and events are in place to generate funds to the agreed targets.

We are looking for the perfect candidate to help us build great relationships with our supporters and to help them achieve their fundraising ambitions, allowing us to grow sustainable, annual income. This is a rewarding and fast-paced role, in a small team. No two days will be the same as you'll be working with community groups supporting them with their fundraising ambitions.

You will represent and involve Stripey Stork at a range of community events and activities, raising awareness of the ways that community groups and individuals can support Stripey Stork: cash income, in kind donations and volunteering. You will continue to harness and develop public goodwill through a stronger 'grass roots' presence. As our service extends across Surrey through our Spreading Our Wings

strategy over the next three years, this role will have the opportunity to lead the growth of our fundraising with community groups across the county.

The ideal candidate will have experience of community fundraising for a charity. They will have an outgoing personality, keen for direct contact with people and able to inspire groups and individuals to fundraise for Stripey Stork.

Key Responsibilities:

- Research past, present and prospective community groups and schools, and help determine the best, tailored fundraising approach for each.
- Work with our community partners to design and implement fundraising ideas and events that will generate funds to agreed targets. This will involve developing our relationship, delivering talks to promote Stripey Stork, presenting our campaigns, providing resources (collecting tins, leaflets, raffle prizes etc).
- Monitor progress against fundraising targets.
- Deliver talks to promote Stripey Stork to community groups, e.g. Rotary groups, Women's Institute, Girl Guides & Scouting groups and local schools.
- Ensure that Stripey Stork is a 'go to' charity for participation at community events, fairs etc. including Run Reigate.

Stewardship of Fundraisers:

- Act as an ambassador for Stripey Stork, raising awareness in the local community of the meaningful and diverse ways that people can get involved with our work.
- Act as key liaison for community groups who want to fundraise for Stripey Stork, responding effectively and promptly to enquiries.
- Look after our information and fundraising stands at local events. Be on hand to ensure they run smoothly and raise awareness and funds for Stripey Stork.
- Arrange for fundraisers to be recognised - organising certificates, thank you letters and social media posts as appropriate.
- Organise and attend cheque presentations and photo opportunities.

Volunteer Coordination:

- Lead our work with our current fundraising volunteers and recruit new volunteers to make sure their valuable volunteering hours are used to best effect.
- Work with volunteer fundraisers to maintain an accurate record of the location of all Stripey Stork donation buckets and arrange for regular collection of monies.
- Co-ordinate volunteer fundraisers to manage raffles and secure prizes for community events as required.

Communication and Marketing:

- Share fundraising stories with our Marketing Executive for social media posts and website updates.

- Plan and prepare our presence at community events, developing branded marketing materials with our Marketing Executive, and relevant licenses.

General:

- Produce monthly updates for the management team and as required.
- Maintain accurate records of donors, including communication history.
- Understand and adhere to data protection and freedom of information acts, including GDPR regulations.
- Adhere to Stripey Stork's financial policies and procedures and fundraising legal requirements.
- Ensure that all our fundraising complies with the Fundraising Regulatory Code of Practice and that all Health and Safety aspects are covered.
- Ensure that all donations are received and that Stripey Stork's financial procedures are followed.
- Work on other aspects of fundraising will be required occasionally, to maximise the opportunities of this small fundraising team.

Key attributes required for the role:

- A knowledge of the way Stripey Stork operates and support for our cause.
- Confident in dealing with a wide range of enquiries from potential supporters and fundraisers.
- Able to deliver presentations in a confident and comfortable manner.
- A good working knowledge of PowerPoint, Word and Excel. Experience of using Salesforce as a CRM system would be an advantage.
- Effective and accurate written style (letters etc).
- Willingness to work flexibly on occasions – in terms of both time and task.
- Ability to manage and prioritise a busy workload, working methodically and to work on own initiative.

Please note the following:

- Evening and weekend work will be expected in this role, as community groups often meet out of normal working hours (the working schedule will be amended to reflect this work as it arises).
- This role involves some lifting and carrying items like gazebos, tables, chairs etc. at community events.
- As the role involves travel across the county, a driving licence and your own vehicle would be helpful (expenses will be reimbursed in line with our policy).

Hours of work:

We are offering an FTE salary for the role of £25,007 pro-rated to 15 hours a week (based on working week of 35 hours).

The working hours will reflect our current [operating hours](#) (days to be agreed) but with some evening and weekend work to attend talks and events.

This role is offered in on a standard annual basis with 33 days holiday (including bank holidays). Flexibility around school holidays is possible.

The role holder will be eligible to join the company pension scheme (NEST).

Role reports to:

Funding, Finance & Impact Manager

Location:

The role is based at 51a Albert Road North, Reigate, RH2 9EL with the opportunity to work from home.

The role holder will be required to represent the organisation at events across Surrey and surrounding areas.

Contract:

This is a permanent contract with an initial three-month review period.

This role is funded by a three-year grant from the National Lottery Community Fund.



To apply send a CV and covering letter including details of why you want to work for Stripey Stork and what makes you perfect for this role, to:

recruitment@stripeystork.org.uk by 12pm Monday 15th April 2024.

To arrange a tour of the warehouse prior to making an application please email

info@stripeystork.org.uk

Stripey Stork are working hard to create an inclusive team culture, reflecting the diversity of the community we serve. We are committed to making our recruitment process and roles accessible and encourage applications from people from a broad range of backgrounds and circumstances, including those who are under-represented, or have lived experience of the challenges facing families we support.