

Events & Community Fundraising Officer

Remote working with regular travel to the West Midlands and London as required

Salary: £25,000 - £27,000pa for 37.5 hours per week with 23-days holiday excluding Bank Holidays (rising to 28-days with length of service)

Why join the UK Sepsis Trust (UKST)? We've an exciting opportunity to work for a significant cause and help build a sustainable future. We're building our new fundraising team & you can play a part in enabling us to implement our ambitious plans by increasing annual income over the next few years.

You'll be the fifth full-time member of UKST's Fundraising Team and will help to shape the future direction of fundraising within the charity. Your ideas will be heard, and you'll have regular access to key decision makers within the organisation.

Sepsis is the immune system's overreaction to an infection or injury. There are over 245,000 cases each year in the UK and approximately 48,000 deaths – our overarching aim is to reduce preventable deaths from sepsis. We achieve this by:

- Raising awareness
- Supporting those affected by sepsis
- Educating health professionals
- Lobbying political organisations for better sepsis care

Key Responsibilities

1. Manage & develop fundraiser supporter journeys i.e., fundraising resources, and stewardship communications to maximise supporter numbers, retention, and engagement.
2. Use UK Sepsis Trust's CRM system (Raiser's Edge) to accurately capture fundraiser information and key data contributing to the improved development and implementation of fundraising processes.
3. Communicate proactively and effectively with team members to pass on all relevant leads, deliver excellent supporter care and to maximise fundraising opportunities.
4. Provide excellent customer service to enquiries received from members of the public, via phone, mail and in person, and proactively encourage their support of the charity – i.e. develop Fundraising activity & offer our Support Services where necessary.
5. Take responsibility for researching community groups, schools, religious organisations to identify new potential donors and the best approach to establish meaningful engagement.
6. To represent the charity as and when required to schools, local businesses, and community groups, including speaking at events when necessary.
7. Keep up to date with best practice in fundraising and ensure compliance with the latest legislation and guidelines.
8. Identify your own learning and development needs to meet the key requirements of the role.
9. Assist in prioritising & managing Community Fundraisers enquiries via a dedicated inbox.

10. To work collaboratively with the fundraising team and our Communications and Marketing Team to ensure maximum press and social media coverage is obtained for UKST's community fundraising activities.
11. Help the fundraising team to plan, manage and evaluate multiple events each year to raise funds for UKST.
12. Create acknowledgements and certificates for event participants.
13. Liaise with online fundraisers via social media groups and fundraising platforms.

To be successful in this role you will have:

1. Experience of working in fundraising in a UK registered charity
2. Experience of donor relationship management
3. Experience of using a fundraising CRM
4. Experience of organising events to either raise awareness or funds
5. Proven track record of working effectively in a team
6. Understanding of community fundraising
7. Excellent communication and presentation skills
8. Excellent organisational skills. The ability to prioritise diverse workloads and meet shifting demands
9. Flexibility to work evening and weekends as necessary and travel when required
10. The ability to undertake most of your work remotely, and plan and coordinate your day effectively

Applications will be accepted until 5.00pm on Friday 29th September. All applicants need to submit a CV and 2-sided covering letter on why you should be considered for this role. Applications will not be accepted if no covering letter is included.

Applications should be sent to HR@sepsistrust.org