

Community Fundraising Officer – Temporary Position from May 24 for 6 months (£24-25k per annum)

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

Why join the UK Sepsis Trust (UKST)? Because there's an exciting opportunity to work for a significant cause and help build its sustainable future. We're building our new fundraising team and this temporary role will play an important part in accelerating our ambitious plans to increase annual income during 2024/25.

You will become the fourth member of the Fundraising Team (there are 3 full time staff) and will help to support the fundraising team.

Sepsis is the immune system's overreaction to an infection or injury. There are over 245,000 cases each year in the UK with approximately 48,000 deaths. UKST aims to reduce preventable deaths from this 'killer' condition. We achieve this by:

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

Key Responsibilities

1. Deliver supporter journeys i.e. fundraising resources and stewardship communications to maximise supporter numbers, retention and engagement.
2. Use UKST'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 information, deliver excellent supporter care and to maximise fundraising opportunities.
4. Provide excellent customer service members of the public, either via phone, mail and in person, help to develop Fundraising activity whilst also offering our Support Services where necessary.
5. Represent the charity as and when required in schools, local businesses, and community groups, including speaking at events if – not essential
6. Keep up to date with best practice in fundraising and ensure compliance with the latest legislation and guidelines.
7. Assist in prioritising & managing enquiries about our Community Fundraising Programme via our dedicated inboxes.
8. 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.

Day to day activities will include:

1. Managing an inbox and replying to enquiries in a timely and professional manner
1. Problem solving for fundraisers – finding the optimum way they can achieve their goals
2. Support the Event Team Lead with sending out merchandise
2. Download Giving reports and send thank you to donors and fundraisers
3. Record Supporter details on CRM
4. Cover for holiday periods and manage an inbox in their absence

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 using a fundraising CRM.
3. An understanding of community fundraising.
4. A proven track record of working effectively in a team.
5. Excellent communication, presentation and organisational skills.
6. The ability to prioritise diverse workloads and meet shifting demands.
7. Flexibility to work evening and weekends as necessary and travel when required.
8. The ability to undertake most of your work remotely, and plan and co-ordinate your day effectively.

Please send your CV and covering letter to HR@Sepsistrust.org