

Job Description



Job title:	Regional Fundraiser
Department:	Fundraising
Reporting to:	National & Regional Fundraising & Engagement Manager
Salary:	£38,290 per annum
Hours:	35 per week
Location:	Based in London
Contract type:	Fixed term contract for 6 months

Aim and influence

Work with colleagues across the regions, where we need to cover periods of temporary staff absence, to help deliver urgent projects, provide an excellent supporter experience and allow us to continue to attract funding from communities, individuals, trusts and companies.

Financial and supervisory responsibility

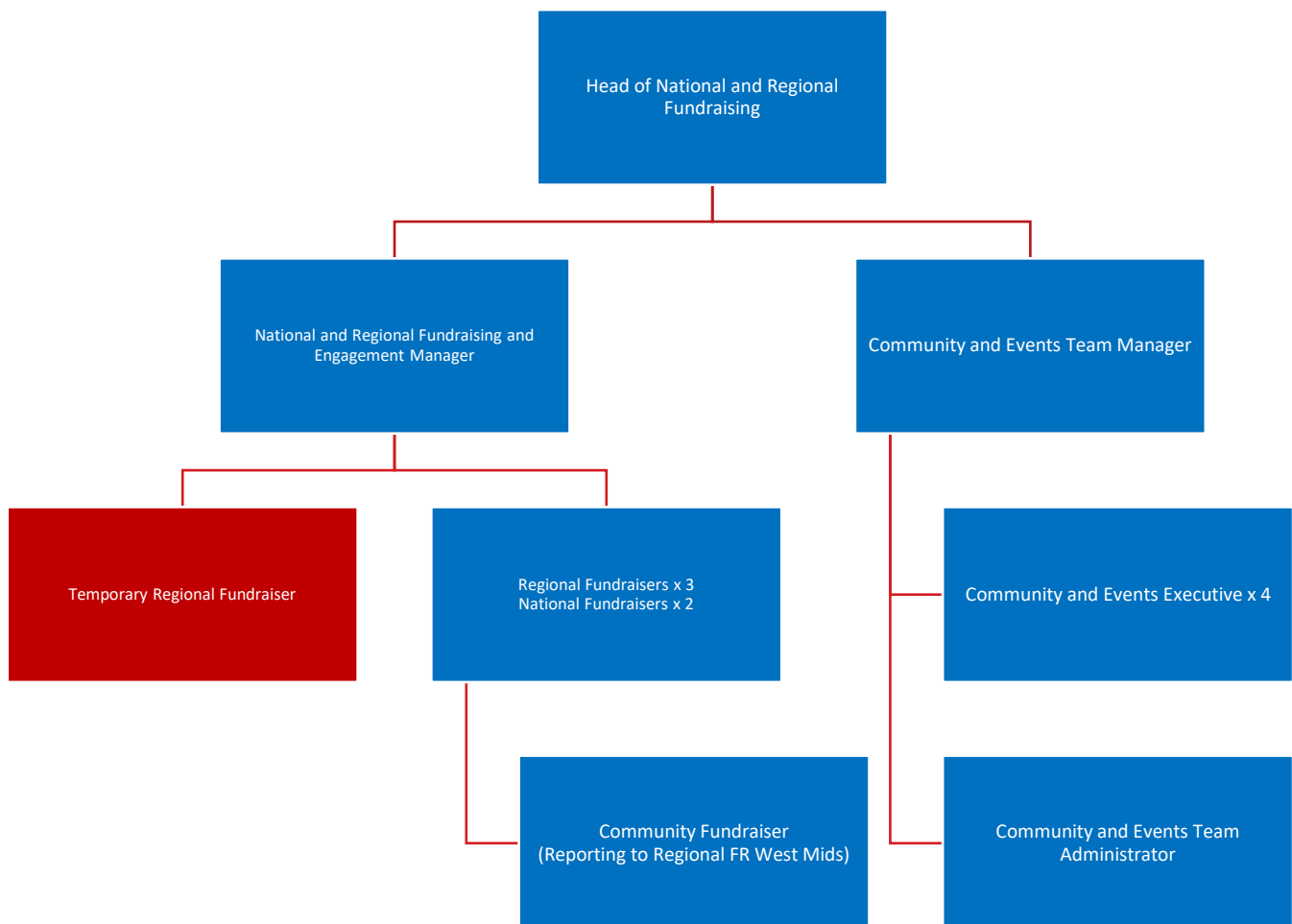
None

Other key details

Time off in lieu will be given for any necessary evening and weekend work



Organisational chart



Please note structure is subject to change

Job responsibilities

- Maintain and grow existing supporter relationships, providing an excellent experience for donors across a range of income streams and regions
- Work closely with the National & Regional Fundraising and Engagement Manager, through planned meetings and reporting, and contribute to the delivery of the GB-wide fundraising programme
- Help to build a network of fundraising and volunteer support for local and GB-wide campaigns, partnerships and projects
- Work collaboratively with the wider National & Regional Fundraising team including supporting on project teams as required

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- Work closely with the volunteer team to ensure appropriate management of Crisis volunteers
- Develop and maintain administrative systems to ensure that all regional activity is coordinated with central fundraising activity (to include data management through the central Raisers Edge database).

General responsibilities

- Actively encourage and support Member involvement within Crisis
- Develop an understanding of homelessness and Crisis' aims
- Follow Crisis policies and procedures, including health and safety
- Respect and meet professional standards published by the Institute of Fundraising, Fundraising Regulator and OSCR (Scotland)
- Carry out other reasonable duties that may be required

Person Specification

Essential

- 1 Substantial fundraising experience, preferably covering a UK region or country
- 2 Proven ability to create, develop and implement a successful fundraising strategy and plan.
- 3 Evidence of achieving annual fundraising targets, maintaining an acceptable ROI and managing budgets.
- 4 Experience generating funds from a range of supporters, including community groups, charitable trusts, individuals, local companies and the statutory sector.
- 5 Proven ability to develop excellent relationships with funders and experience of networking with funders at a senior level.
- 6 Excellent communication skills across all levels, both written and verbal, including presentation skills.
- 7 Ability to carry out in-depth prospect research and present relevant findings in a clear manner.
- 8 Experience of applying digital marketing techniques and channels in a fundraising environment
- 9 Ability to work sensitively and constructively with Crisis' homeless members on fundraising initiatives.
- 10 Ability to work on own initiative, remote from central fundraising team.
- 11 Ability to develop effective working relationships with colleagues across the organisation.

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- 12 Knowledge of and ability to comply with safeguarding procedures
- 13 Commitment to Crisis's purpose and values including equality and social inclusion

Desirable

- 14 Experience in organising successful fundraising events.
- 15 Experience of working with Raiser's Edge or a similar CRM database.
- 16 Experience of managing staff and/or volunteers.

We encourage applications from all sections of the community and particularly from people who have lived experience of homelessness.

Supporting your application

Thank you for your interest in working for Crisis.

Before you apply, please take a moment to read through the frequently asked questions below which are designed to support your application and help you understand our recruitment processes.

The person specification requires a qualification or experience that I do not have. Is it still worth me applying?

The person specification has the key knowledge, skills, experience or behaviours needed to carry out the job successfully and you will be scored based on any information you provide. If you don't quite meet the criteria, for example if you have an understanding of something rather than experience of doing it yourself, you may still pick up points for explaining your understanding or how you might approach it. However, some of the person specification points, for example specific qualifications, are critical to the role so if you don't meet those requirements, you are unlikely to be shortlisted.

Can I apply by sending my CV?

Occasionally we accept CVs and a covering letter but only if this is requested in the advert for the post. We don't accept speculative applications or hold CVs on file.

What should I do if I can't complete an online application?

If you would like to apply in a different format, for example in a Word document, because you are unable to use the online process, please contact the Recruitment Team jobs@crisis.org.uk It is helpful if you provide details of your requirements or suggestions about how we might best support you to apply so that we're able to consider alternatives.

How can I maximise my chance of being shortlisted?

It is important that you complete all sections of the online application form to ensure that the recruiting panel understand your interests, skills, behaviours, knowledge and experience.

Shortlisting is mostly based on the information you provide in the assessment form section.

A strong application will also be in line with the **Crisis Values** that you can find on our website.

Please note! If you don't provide full responses against the person specification points, the panel won't be able to score your application fully and it will be unlikely there is enough information for you to be shortlisted.

How quickly will I know if I have been shortlisted?

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Every recruitment campaign will be different depending on how quickly the shortlisting panel can review applications but if you have not been shortlisted, you will receive an email from us confirming that.

If I am not shortlisted, can I get feedback on my application?

Unfortunately, we are not able to offer feedback on your application if you are not shortlisted for interview.

Can I get feedback after my interview?

We appreciate that information about where you did well or less well can be useful, so if you are not successful following interview we are able to provide feedback.

Will you notify me of future vacancies?

Once you have registered via Crisis Jobs Online, you can sign up to receive notifications of new vacancies based on the criteria you select. We also recommend that you check our website regularly for details of new vacancies.

I recently applied for a role and was not successful, but have seen the role re-advertised. Is it worth me applying again?

If the gap between advertising has been short, we would normally advise that candidates need not apply again, unless you have re-written and enhanced your application. Some examples might be that you have strengthened your examples using the STAR technique above.

Crisis Jobs Online

I have typed my personal statement answers into the online form, but it won't let me save them. What should I do?

There is a word limit of 400 per answer so it could be that you have exceeded the limit and that is what is preventing you from saving your work.

I filled in the personal statement section and tried to save it/submit it. However, it wouldn't do this and my information was lost. Is there any way to retrieve it?

You are encouraged to record your answers in a Word document first before copying and pasting your answers into the online application form, using the keyboard shortcuts Ctrl + C to copy and Ctrl + V to paste. The application form has a strict time out limit and so if you take longer than that limit you will lose your work and we are unfortunately not able to retrieve it.

Where can I get help?

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If your query has not been answered above, you can contact the Recruitment Team jobs@crisis.org.uk for support.