**Fundraising & Marketing Executive**

**Excellent Entry level position to third/charity sector - based in Westgate House Belfast**

Shopmobility Belfast provides a free daily wheelchair and mobility scooter hire service to their members which allows them to use the social, leisure and shopping facilities of Belfast City and the greater Belfast area and is an invaluable source for social inclusion in Northern Ireland.

This post will be mentored by a fundraising and marketing specialist who has many years’ experience working within the charity sector so the appointed individual can learn of the mechanics of the charity sector all while contributing to people in need locally.

Shopmobility currently has over 5000 members, and four locations throughout Belfast, one in Bangor, one in Newtownards, twelve outreach centres and services in two hospitals. This post will demonstrate what a positive impact the charity makes to the community in addition to assisting with the creation of grant and fundraising applications to further grow and develop the charity in Northern Ireland.

**Job Purpose:**

To work to raise awareness of the charity profile via digital and traditional communication channels and under direction and with support of the director. To deliver Shopmobility Belfast’s income and communications strategy, focusing on fundraising via grant funding, donations, events, legacy giving, corporate partnerships, collections and lotteries as well as volunteer fundraising and other volunteer support.

Day to day you will be:

* Producing social media and traditional content to raise awareness, highlighting the charity impact and making  prospects aware of opportunities to help
* Gathering information for fundraising proposals and applying for grants.
* Producing promotional materials
* Working with CRM system.
* Managing online giving platforms
* Research to pinpoint prospects including grant giving bodies and corporate partners and other potential sources of income.
* Deliver a supporter journey and nurture relations, ensuring they are thanked in an appropriate and timely manner, circulation of a quarterly newsletter and responding to queries.
* Assisting with any other reasonable duties, as requested.
* As the experience and skills grow, and projects develop the post will evolve to meet need, when in agreement with both parties.
* Oversee the development of a range of corporate fundraising packages including Charity of the Year partnerships, Sponsorship and employee fundraising support

**Person specification**

Essential

* Third level education qualification
* Ability to work independently or as part of a team.
* Good interpersonal skills.
* Good writing ability.
* Excellent organisational and time management skills
* Comfortable working with financial data.
* Familiar with social media campaigns
* Willingness to work flexible hours.
* Driving licence.
* Committed to equal opportunity for people with mobility difficulties.
* Familiar with Microsoft office, internet and email.

Desirable

* Experience of fundraising and/or marketing including in a voluntary capacity
* Customer service experience.
* Knowledge of the voluntary sector.
* Understanding of issues faced by people with mobility restrictions.

Remuneration

* £26,000 annual salary
* 40 hours a week less one hour break