

<b>Children in Crossfire</b> <b>Fundraising Co-ordinator</b> <b>Job Description</b>
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**Based at:** Greater Belfast (working from home), with a minimum of one day per week in the Derry-Londonderry office.

**Responsible to:** Head of Fundraising and Communications.

**Contract:** Full-time, 35 hours per week.

**Salary:** Available upon request.

### **Context**

Children in Crossfire is a registered charity in Ireland that facilitates International Development and Global Citizenship Education (GCE) activities. Our vision is a compassionate world where all children can reach their potential. We work in partnership with local organisations in Tanzania and Ethiopia to improve the lives of the most disadvantaged young children, with a particular focus on Early Childhood Education (ECE). By improving childhood care, we are changing lives and empowering young children and their communities to build a better future. In Ireland, we deliver GCE in formal and informal sectors to compassionately engage the public in issues of global justice through our Educating the Heart programme.

Reporting directly to the Head of Fundraising and Communications, the Fundraising Co-ordinator will be responsible for significantly growing Children in Crossfire's income in the greater Belfast area. This will be done primarily through engagement with corporate prospects and churches, as well as by organising high-return fundraising events and supporter-led initiatives. The role will also focus on growing income from schools across Northern Ireland.

### **Major Responsibilities**

Under the direction of the Head of Fundraising and Communications, the Fundraising Co-ordinator will be required to achieve annual set income and expenditure targets by:

1. Developing and implementing a new fundraising plan in the greater Belfast area, focused on building partnerships with:
  - a) Corporate prospects; and
  - b) Churches.
2. Developing and delivering a new schools' fundraising strategy.
3. Organising regular, high-return fundraising events, developing new support groups and cultivating supporter-led fundraising activities in the greater Belfast area.
4. Carrying out general duties.

### **Specific Responsibilities:**

1. **Developing and implementing a new fundraising plan in the greater Belfast area, focused on building partnerships with a) corporate prospects and b) churches:**

**a) Corporate Prospects:**

- Develop an innovative new corporate engagement fundraising strategy to be implemented in the greater Belfast area:
  - Identify suitable prospective corporate partners, engage constructively with them and nurture relationships focused on yielding positive long-term support.
  - Nurture existing relationships with corporate partners, providing them with regular updates and encouraging their continued support.
  - Co-ordinate our cash and contactless fundraising in retail outlets.

**b) Churches:**

- Liaise with our church fundraising lead to:
  - Co-ordinate relationships with existing supportive parishes/churches in the greater Belfast area; and
  - Identify prospective parish/church supporters in the greater Belfast area and cultivate positive relationships with them, including through our annual Advent Appeal.
- Recruit and nurture new volunteers to support our church fundraising activities.

**2. Developing and delivering a new schools' fundraising strategy:**

- Nurture existing and cultivate new relationships with schools, primarily in Northern Ireland and the border counties, through an innovative fundraising strategy.
- Collaborate with our Chief Executive and Global Citizenship Education department to maximise relationship-building opportunities.

**3. Organising regular, high-return fundraising events, developing new support groups and cultivating supporter-led fundraising activities in the greater Belfast area:**

- Devise and deliver an agreed number of high-return fundraising events annually.
- Liaise with our events fundraising lead to ensure proper co-ordination and maximise opportunities.
- Nurture existing supporters and identify and cultivate new ones to build local support groups focused on delivering community-based fundraising activities on our behalf.
- Provide these groups with ongoing support and empower them to become strong local advocates for our work, delivering of at least one successful fundraising initiative per year through each group.

**4. Carrying out general duties.**

- Report to and co-operate fully with the Head of Fundraising and Communications, producing objectives and regular reports as agreed.
- Manage income and expenditure budgets for agreed activities.
- Liaise and co-operate fully with the Digital Media Co-ordinator to maximise online engagement opportunities and produce promotional materials.

- Ensure our Access CRM is updated in line with organisational best practise and make use of all its fundraising support tools.
- Fully utilise all planning tools to ensure projects are delivered to the highest professional standards.
- Adhere to and implement all organisational policies, practices and procedures.
- Attend and participate fully in organisational team meetings.
- Assist in the lodgement process as required.
- Support the wider fundraising team.
- Be a strong team player both internally and externally by motivating others to support our work.
- Be flexible in terms of working hours, as the role may include working at weekends and in the evenings. This may include working at events.
- Adhere to and implement all organisational policies.
- Undertake any other duties to support the operations of the organisation as and when required.

### **Safeguarding Risk**

This role is considered to present a **medium rating of safeguarding risk**. The role will be primarily office-based, with some contact with children/vulnerable adults but not as a regular part of the role.

### **Personal Profile**

- Minimum of three years' paid experience in a fundraising role.
- Demonstrable experience of achieving set/annual targets.
- Minimum of five GCSEs, including English and Maths grade C or above (or equivalent).
- Demonstrable experience of and expertise with CRM systems (preferably Access CRM).
- Experience of working effectively with a wide range of people and co-ordinating/managing groups of volunteers.
- Experience of working in a charity.
- Ability to work to deadlines and prioritise and manage a varied workload.
- Strong communication skills, both verbal and written, including capacity to deliver presentations to groups of people.
- Organised, meticulous and efficient in working approach.
- Ability to work as both part of a team and on own initiative.
- Willingness to travel within Northern Ireland, the border counties (and beyond if necessary).
- Willingness to work at weekends and in evenings occasionally.
- Advanced skills in the use of Microsoft applications, particularly Excel.
- Carry out work with integrity.
- Commitment to the aims and values of Children in Crossfire.
- Commitment to confidentiality.