



Events & Community Fundraiser – Job Description

Job Title:	Events & Community Fundraiser
Based at:	Home based, but with expectation of travel
Reports to:	Head of Partnerships
Salary:	£23,000 - £25,000 pro rata (actual salary £13,800 - £15,000)
Hours:	Part time (21 hours per week)
Contract:	12-month Fix Term Contract initially, with strong possibility of extension to permanent

About Switch the Play

Switch the Play Foundation is the UK's only charity dedicated to supporting all sportspeople to successfully transition to life outside sport. We empower sportspeople to be their best through sport by providing a range of person-centred services, training, wellbeing and transition support.

This is an exciting time for us. Having operated as a social enterprise since 2014 and built a strong reputation for delivery, in early 2020 Switch the Play converted to charitable status to enable us to reach and support more athletes through our work. We have ambitious growth plans for the future and, as the charity enters the next phase of its development, we now have an opportunity to hire an Events & Community Fundraiser who will play a critical role in helping us to achieve those ambitions.

Purpose of the Role

The Events & Community Fundraiser will work closely with the Head of Partnerships to develop and deliver an exciting range of fundraising events and initiatives which will generate income for Switch the Play Foundation, recruit and retain new donors and raise awareness of the issues facing athletes leaving sport.

What we are looking for

This is a new role for Switch the Play Foundation, so the successful candidate will have the opportunity to shape the role and bring new ideas – therefore we are looking for someone

who is highly motivated to succeed and a creative thinker. We are looking for someone who has already had some experience in a fundraising role and who is ready to take on a new challenge where they will be taking the lead in a number of key areas.

Exemplary supporter care will be critical to this role, so we are looking for someone who enjoys building and stewarding relationships, combined with a razor-sharp attention to detail for accurately recording and keeping donor records up to date.

We are a small, energetic and ambitious team who work remotely but come together on a regular basis to work collaboratively. Therefore, the ideal candidate needs to be someone who is a self-starter equally happy to work autonomously as they are collaboratively and lean into the work required.

Finally, the ideal candidate must be passionate about the work we do supporting sportspeople across all sports.

Our offer to you

We are a growing and developing organisation, so this role offers stimulating opportunities and scope for continuing professional development. While this new position is initially offered as a 12-month contract, we fully anticipate it to become a permanent position after the initial period has proven to be successful and you will be fully supported by the Head of Partnerships and the wider team to ensure success.

We are a talented and committed team – we work hard and we work remotely, but with a wonderful culture of flexibility, respect for and trust in one another. See our Team Code, which embodies who we are and the way we work.

Switch the Play Foundation is committed to creating a safe working environment. All recruitment is undertaken in line with our Safer Recruitment Policy. We are committed to Equal Opportunities for all and welcome applications from all suitably qualified individuals regardless of race, gender identity, biological sex, disability, religion/belief, sexual orientation or age.

To apply please send a **cover letter outlining why you wish to apply for the role and why you are a suitable candidate along with your CV** to recruitment@switchtheplay.com.

We are also happy for candidates to submit additional information about their suitability for the role through a video or by creating a Wake via <https://wakelet.com>. Applications without a cover letter will be unable to be accepted.

Closing date for applications: **Midday 19 June 2023**

Interviews to be held week commencing: **26 June 2023**

Key responsibilities

Events

- Support in the scoping and planning of a range of new fundraising events including challenge/sporting events, dinners and drinks receptions.
- Support in the development and delivery of event marketing and promotion.
- Manage event participant/delegate recruitment processes including following up all event leads and enquiries to ensure sign up and accurately recording on our database.
- Provide excellent stewardship of all event participant relationships.
- Secure and manage a log of auction prizes to raise income at our events.
- Working with our wider home team (Staff, Trustees and Fundraising Advisory Board), ensure that places on external events are taken up and sold, where Switch the Play Foundation is the beneficiary charity.

Community and individual fundraising

- Take the lead in managing Switch the Play's involvement in Sporting Chance Prize Draw - an annual online raffle.
- Take the lead in supporting charity partners to generate income through community fundraising initiatives such as match day collections.
- Maximise opportunities for Switch the Play to generate income through external initiatives such as Giving Tuesday and EasyFundraising.
- Develop new and engaging initiatives to generate income from individuals and communities.
- Support in the development of content and distribution of a regular supporter newsletter.
- Support in the development of a new regular giving donor acquisition campaign.

Fundraising Support

- Support the Head of Partnerships with donor and prospect research on Corporate Partnerships, Trusts & Foundations and Major Donors
- Maintain Switch the Play Foundation's donor database with up to date donor records and produce data reports as required.
- Other ad-hoc fundraising tasks, as directed by the Head of Partnerships and the CEO.

Person Specification

We are seeking a candidate with relevant experience of working in a fundraising role within a small charity, as outlined below:

		Essential	Desirable
Skills	Strong interpersonal skills, with the ability to build rapport quickly at all levels both internally and externally	<input checked="" type="checkbox"/>	
	Excellent written communication skills, sufficient to write a range of materials and correspondence to a variety of audiences	<input checked="" type="checkbox"/>	
	Excellent verbal skills, sufficient to communicate clearly and persuasively in a variety of formal and informal settings	<input checked="" type="checkbox"/>	
	Comfortable and confident in working with donors and in making 'the ask'.	<input checked="" type="checkbox"/>	
	Flexible, resilient and self-motivated, whilst also a good team player	<input checked="" type="checkbox"/>	
	Able to manage and prioritise a busy workload with excellent organisation and planning skills and attention to detail	<input checked="" type="checkbox"/>	
	Positive and proactive approach and attitude, using initiative to get things done	<input checked="" type="checkbox"/>	
	Strong administrative, project management and analytical skills.	<input checked="" type="checkbox"/>	
	Sound decision maker and problem solver – calm and adaptable during events.	<input checked="" type="checkbox"/>	
	Influencing and negotiating skills		<input checked="" type="checkbox"/>
Knowledge & Experience	Direct experience of planning and managing fundraising events from design to delivery and post event evaluation;	<input checked="" type="checkbox"/>	

	Experience of developing and delivering marketing and sales processes to drive event participation;	<input checked="" type="checkbox"/>	
	Experience of working with donors and VIPs	<input checked="" type="checkbox"/>	
	Experience of working on digital fundraising initiatives to recruit new donors	<input checked="" type="checkbox"/>	
	Experience of organising community fundraising initiatives	<input checked="" type="checkbox"/>	
	Experience of using a Fundraising Database (we use Salesforce).		<input checked="" type="checkbox"/>
Qualifications, certifications and training (relevant to role)	A relevant Fundraising Qualification, such as CloF Certificate in Fundraising		<input checked="" type="checkbox"/>
Statutory, legal or special requirements	A passion for sport and a drive to improve the support available for sportspeople	<input checked="" type="checkbox"/>	
	Commitment to the Switch the Play Foundation values and team code	<input checked="" type="checkbox"/>	
	Be able to work some evenings and weekends where charity needs require	<input checked="" type="checkbox"/>	
	Right to work in the UK	<input checked="" type="checkbox"/>	