

Come and join our small but highly motivated and dynamic team working to support children and young people with congenital and acquired heart disease. As an influential and respected children's health charity we may not be able to make you rich but we can promise you an interesting and fulfilling role and flexible working arrangements.



Fundraising Co-ordinator

Background

The Children's Heart Federation (CHF) is a national charity and the umbrella body for voluntary organisations working to meet the needs of children and young people with congenital heart conditions and their families and consists of over 20 charities all of whom support families of children with heart conditions.

We aim to:

- ♥ Raise and maintain awareness about congenital and acquired heart conditions and the work of CHF.
- ♥ Bring about permanent improvements in the social and medical care of heart children and their families
- ♥ Provide advice, information and practical support according to the needs of our stakeholders
- ♥ Maximise CHF's resources by developing its fundraising activities and income consistent with its immediate and long term financial needs and using its resources effectively and efficiently.
- ♥ Work in partnership with the Education, Healthcare and Social Care sectors as well as other charities to ensure that congenital and acquired heart conditions are fully understood and the needs of children and young people with heart conditions and their families are met.
- ♥ Support our member groups

Key Tasks:

- ♥ To research, write and submit grant applications to grant-making bodies and when appropriate maintain ongoing communications with those bodies
- ♥ To cultivate relationships with existing corporate supporters to broaden their corporate fundraising support for CHF using a range of communication methods including direct mail and social media.
- ♥ To work with other members of the CHF Team in managing CHF relationships with partners and funders—including maintaining records on the database.
- ♥ To maximise funding, support and partnership opportunities.
- ♥ To research, identify and develop profitable relationships with potential CHF supporters and to manage innovative fundraising initiatives within the new accounts arising from this business development work.
- ♥ To help managing existing partnerships using a variety of fundraising mechanisms which include:
 - Sponsorship opportunities
 - Challenge events and running events
 - Cause Related Marketing promotions
 - Charity of the Year
 - Staff fundraising and Payroll giving.
- ♥ Any other duties as required.

General:

- ♥ Keep up to date with sector issues, relevant legislation and regulation.
- ♥ Occasional working beyond the standard working hours.
- ♥ Work with colleagues to develop an appropriate contact database
- ♥ Attend relevant conferences, meeting and training sessions

Terms and conditions:

- ♥ A member of the Family Support Team reporting to the Head of Operations.
- ♥ 35 Hours per week
- ♥ Holiday – 25 days per year
- ♥ Salary: - £22,000 -£23,000
- ♥ Location –Liverpool Street Area of London.

Person Specification

Fundraising Co-ordinator

Experience

- ♥ A minimum of 12 months previous fundraising experience
- ♥ Experience of a broad range of fundraising techniques.
- ♥ Account management experience
- ♥ Ability to research, write and pitch proposals and applications.
- ♥ Proven track record in achieving agreed targets
- ♥ Experience of fundraising through Company Trusts and Foundations
- ♥ Experience of working in a charity / voluntary organisation

Skills

- ♥ Ability to identify mutual business opportunities and influence and negotiate marketing programmes at senior corporate level.
- ♥ Ability to prepare proposals and deliver these using excellent communication and presentation skills.
- ♥ Ability to work independently under own initiative and as part of a team.
- ♥ Ability to think creatively and ability to identify and act upon new opportunities
- ♥ Strong attention to detail and accuracy
- ♥ Ability to prioritise workload, manage time and meet deadlines.
- ♥ Knowledge of the charity and commercial sector.
- ♥ Knowledge of corporate social responsibility and employee volunteering.
- ♥ knowledge of health issues especially congenital heart disease

Qualifications

- ♥ A sense of humour
- ♥ Degree level or equivalent qualification.
- ♥ Marketing qualification or experience

To Apply

Please send your CV and a covering letter to: samanthaj@chfed.org.uk or in the post to: Samantha Johnson, Children's Heart Federation, Level 1, 2-4 Great Eastern Street, London EC2A 3NW.