# Job Specification

**Position:** Fundraising & Events Officer
**Organisation:** Multicultural Richmond
**Location:** Richmond Borough
**Hours:** Part-time (21 hours per week)
**Salary:** £17,000 per year (£28,333 FTE, pro-rata for 21 hours per week)
**Contract:** 1-year fixed-term, with the possibility of extension subject to funding
**Reports To:** Director

## Role Overview

Multicultural Richmond is seeking a dedicated **Fundraising & Events Officer** to play a vital role in securing funding and organising community events. The primary focus of this role is **fundraising**, including grant writing, donor engagement, and corporate sponsorships, ensuring the financial sustainability of our work. The role also involves organising fundraising events that raise awareness and support for our mission of fostering inclusive communities.

## Key Responsibilities

### Fundraising & Donor Engagement

- Develop and implement a strategic fundraising plan to meet financial targets.
- Identify and cultivate relationships with potential donors, sponsors, and grant-making bodies.
- Research, prepare, and submit compelling grant applications and funding proposals.
- Plan and execute fundraising campaigns, including online donations, membership programs, and major gift campaigns.
- Maintain accurate records of donations, sponsorships, and grant applications, ensuring compliance and timely acknowledgments.
- Provide regular updates to the Director and Trustees on fundraising progress.

### Event Coordination

- Plan, organise, and execute fundraising and community events to raise funds and awareness.
- Develop event plans, budgets, and timelines to ensure seamless execution.
- Work closely with community partners, sponsors, and vendors to deliver high-quality events.
- Promote events through social media, marketing campaigns, and community outreach.
- Monitor and evaluate event success, collecting feedback to inform future planning.

### Marketing & Outreach

- Work with the team to develop fundraising promotional materials.
- Use digital and social media platforms to maximise donor engagement and event participation.
- Represent Multicultural Richmond at networking and community events to increase visibility.

# Person Specification

**Essential Criteria**

**Experience & Knowledge:**

- Proven experience in **fundraising**, including donor relations, grant writing, and sponsorship development.
- Track record of success in **securing grants and funding** from trusts, foundations, and other sources.
- Experience in **planning and delivering fundraising events**.
- Familiarity with **fundraising strategies**, including individual giving, corporate sponsorships, and online fundraising campaigns.
- Knowledge of **budget management and financial tracking** for fundraising and events.

**Skills & Abilities:**

- Excellent written and verbal communication skills, with the ability to craft persuasive funding proposals.
- Strong organisational and project management skills, with the ability to manage multiple tasks and deadlines.
- Ability to build and maintain relationships with donors, sponsors, and community stakeholders.
- Proficiency in using CRM software, event management tools, and digital fundraising platforms.
- Creative approach to fundraising and marketing campaigns.

**Personal Attributes:**

- Passion for **diversity, equity, and inclusion** and a commitment to supporting multicultural communities.
- A self-starter with a proactive approach to meeting fundraising targets.
- Strong problem-solving skills and adaptability under pressure.
- Ability to work both independently and collaboratively as part of a team.

**Desirable Criteria**

- Experience working in the non-profit or charity sector.
- Successful track record in applying for and managing grant funding.
- Experience in volunteer coordination and engagement.
- Knowledge of Richmond's multicultural communities and their specific needs.
- Graphic design, content creation, or other creative skills to support fundraising promotion.
- Multilingual abilities, particularly in languages spoken within Richmond's diverse communities.

**Other Requirements**

- Flexibility to work evenings and weekends for events when required.
- Willingness to travel locally within the Richmond community.