Job Description

Job Title: Community Engagement Officer

Accountability: Chief Executive Officer and the Board

Purpose of role: To develop, implement and manage a fundraising strategy to maximise net income generation for Brighter Futures and to achieve significant growth in net income year on year, with a special focus on sustainable funding.

Key tasks of role:
- Working with the Board members, the ambassadors and CEO to identify and implement fundraising opportunities for Brighter Futures.
- To implement a fundraising plan which achieves a growing level of net income from a range of donors including Standing Orders, Major Donors, Trusts and Foundations, Companies and Events.
- To productively and professionally manage existing and new fundraising relationships both internal and external to the charity.
- Responsible for writing grant applications, sponsorship proposals and donor reports that are inspiring, informative and compelling.
- To lead on the co-ordination, management and delivery of fundraising events – including Major Donor events and Community Events. This includes taking the lead on PR & promotion, follow up communications and reporting.
- To creatively deliver marketing communications that promote the charity including feeding into quarterly newsletters, creating inspiring printed material, press releases, promotional materials and photography.
- To play a role in budget management and internal reporting on funds raised and sending out thank you letters and acknowledgments for all funds received, including requesting thank you messages in the JEP.
- To strategically develop existing relationships and sourcing new corporate partnerships with a clear vision for how best to engage with staff and business leaders to maximise these relationships.
- To manage the charities fundraising database – this will include ensuring data integrity, keeping the system up to date and relevant and producing reports that inform fundraising strategy.
To establish an excellent working relationship with the Board, colleagues, volunteers and donors helping to build a strong team culture.

To ensure that all fundraising activities comply with Jersey Charity Law, Data Protection legislation and any other relevant regulations.

To keep the Board updated with progress and developments. This will take place via regular meetings with CEO and ad hoc reports as well as verbal and email updates.

To work in collaboration with the Board and Stakeholders to develop strong links with the local media to maximise opportunities for promoting the work of Brighter Futures.

To raise the profile of the charity and islanders' awareness through partnerships, communications/PR etc.

To attend and participate fully in appropriate meetings.

Other tasks and requirements:

- To undertake any other duties commensurate with the purpose and remit of the post.
- To encourage people to support Brighter Futures.
- To embrace our values, mission and vision in everything we do.

Skills and Experience:

- Past experience in Fundraising, Marketing or Account Management essential.
- Previous experience of organising events in desirable.
- Some previous experience in Not-for-Profit sector also useful.

Environment:

Brighter Futures is a diverse and busy environment and involves contact with clients, facilitators, funders and public bodies. The post will be demanding and will involve some work outside regular hours particularly when leading on events.

Relationships:

The post holder will be expected to develop and maintain good working relationships with management, facilitators, clients, referrers, colleagues and committee members, building a strong team culture. It is also expected that the post holder will have the ability to uphold confidences and maintain relationships based on integrity across the whole Charity.

Location:

The job is based at the Bridge though some time may need to be spent at other locations.

Summary of Terms and Conditions:

<table>
<thead>
<tr>
<th>Title</th>
<th>Community Engagement Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>The Bridge, Le Geyt Road, St Saviour, Jersey JE2 7NT</td>
</tr>
<tr>
<td>Hours</td>
<td>20 hours per week</td>
</tr>
<tr>
<td>Leave</td>
<td>TBC</td>
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</tbody>
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This document should not be taken as constituting conditions of employment.