



Article

# Community Fundraiser

NRAS is the only national UK charity exclusively representing all people affected by Rheumatoid Arthritis and Juvenile Idiopathic Arthritis in the UK. We also support the families of people with RA and JIA and the health professionals who care for them. We have an enviable excellent reputation in the field of rheumatology.

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Job title:	Community Fundraiser
Rate of Pay:	£24,000 – £27,000 p/a
Hours:	Full-time (37.5 hours/week) Hybrid working (minimum 40% contracted hours in office)
Location:	Ground Floor, 4 Switchback Office Park, Gardner Road, Maidenhead, Berkshire SL6 7RJ
Reporting to:	Fundraising and Events Manager

## Why work for NRAS?

As a medium sized charity we value collaboration between teams, have open lines of communications between all levels of staff and genuinely care about our employees' mental and physical wellbeing. The overall organisational culture is open, honest, professional and friendly. This role is within the fundraising team who are a small but dedicated and enthusiastic team that support each other and celebrate each other's success.

## Job Summary

- To be responsible for stewarding community fundraisers i.e. those running local fundraising events etc.
- Oversee promotion of community events via digital means, including sourcing imagery and writing copy for that medium.
- Proactive engagement with the community both locally and nationally, actively seeking opportunities to recruit new supporters.
- To work towards achieving the overall community fundraising target year on year.
- To retain and engage with all warm supporters and to help move them to repeating an event the following year or moving them over to one of our other activities.

## Key Responsibilities

- To assist Fundraising and Events Manager with NRAS' 21<sup>st</sup> Anniversary Gala Dinner celebration (September 9<sup>th</sup> 2022).
- Support the entire NRAS team's awareness and fundraising activities ie. Wear Purple for JIA, RA Awareness Week and any other mass events in the future.
- Support Fundraising and Events Manager with overseeing of merchandise orders (including sourcing new items) and undertaking a full stock take periodically.
- Manage the Christmas cards process from selection and promotion and liaising with the external fulfilment house.
- To make initial contact, welcoming and thanking fundraisers for choosing to fundraise for NRAS or JIA, then following a stewardship plan to make sure the fundraiser feels supported during every step of their journey with NRAS.
- Visit fundraisers online sponsorship pages (JustGiving, Enthuse or GoFundMe) and check all information they're posting is accurate and advise them on how to get the best from their fundraising to ensure maximum donations.
- Liaise with marketing and comms team on promoting community fundraisers activities.
- Gather case studies and contribute to NRAS magazine articles, Annual Reviews, enews bulletins etc. to acknowledge fundraisers efforts and encourage wider engagement.
- To offer all fundraisers our various fundraising accessories such as running vest/t-shirt/t-shirt/sponsorship forms, collection boxes, fundraising guides etc.
- To research and develop new community initiatives and fundraising ideas.
- To respond appropriately to any community event fundraisers enquiries in the fundraising inbox.
- To keep NRAS Events and JIA Wear Purple Facebook pages and other social media platform pages up to date.
- Creation of email copy to promote community activities to our existing supporters and members.
- To assist with securing venues for NRAS' own events.
- To ensure all community fundraisers' records are kept up-to-date and maintained on our salesforce CRM.

## Other Duties

- Some travel (UK based) with occasional overnight stays.
- Occasional out of hours working, including weekends.
- Partake in training and development as required.

## Person Specification

Criteria

Essential

Desirable

Qualifications

- Professional qualification/training in administrative support.

- GCSE/A-level.

Experience	<ul style="list-style-type: none"> <li>• Ability to manage own time with a variety of competing tasks and responsibilities.</li> <li>• Paid or voluntary fundraising experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in producing detailed proposals for fundraising campaigns.</li> <li>• Previous experience of using Salesforce.</li> </ul>
Knowledge and skills	<ul style="list-style-type: none"> <li>• Ability to understanding basic financial reporting and planning.</li> <li>• Understanding of the administrative and communications needs and their application in a busy working environment.</li> <li>• Excellent written and oral communication skills in English.</li> <li>• Excellent computer skills, previous use of Microsoft Word, Excel, PowerPoint and databases.</li> <li>• A caring disposition.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of JustGiving, GoFundMe or Enthuse platforms</li> <li>• Understanding of RA and/or JIA and treatments. ??</li> <li>• Understanding of the charitable and health environments.</li> </ul>
Skills and abilities	<ul style="list-style-type: none"> <li>• Ability to work independently as well as part of a team. ??</li> <li>• Demonstrable ability to prioritise workload, maintain quality and deliver effectively to tight deadlines.</li> <li>• Organised and efficient.</li> <li>• Proactive, can-do positive attitude. ??</li> <li>• Flexible and enthusiastic.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of equality, diversity and inclusion and its application in the workplace.</li> <li>• Experience using Zoom and Teams platforms.</li> </ul>

Personal  
circumstances and  
attributes

- Willingness to occasionally work outside of 9-5 office hours for the facilitation of ad-hoc events.

- Car owner and confident driver with a clean driving licence.

NRAS is an equal opportunities employer and we welcome applications from all suitably experienced persons regardless of their race, socioeconomic backgrounds, gender, disability status, ethnicity, religion/faith, sexual orientation, or age.

## How to apply

Please contact Sam Grant-Riach on [samg@nras.org.uk](mailto:samg@nras.org.uk) with your CV and a brief explanation of your skills and experience. In the subject line please include "Community Fundraiser Role".

## NRAS in 2021

- 0 Calls answered
- 0 Publications sent out
- 0 People reached

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