

## **Job Description**

Job Title – Community and Events Fundraiser

Location - NeuroMuscular Centre (NMC), Woodford Lane West, Winsford, Cheshire, CW7 4EH

Responsible to – Head of Operations

Responsible for – Supporting our community fundraising income streams, including individual giving and our lottery, and developing opportunities to maximise income. You will be developing and building relationships with new and existing supporters to build fundraising potential, as well as supporting and developing volunteers and community groups. You will also be maintaining NMC's existing events calendar, as well as having the opportunities to develop your own events and fundraisers.

Tasks associated with the role include:

- Working to a mutually agreed upon income and expenditure budgets for community and event income streams, contributing to the overall fundraising target.
- Recruiting supporters to get involved with our challenge events and developing the opportunities with our new partnership with Run For Charity.
- Leading on existing NMC income generating programmes such as NMC's Lottery and Regular Giving, working towards gaining new members and maintaining current memberships.
- Contributing to NMC's social media communications, ensuring that articles and headlines are presented in an NMC branded way.
- Identify, apply, and secure community partnership and donation opportunities across a range of areas, such as groups, schools, sport clubs, and community funds like supermarkets.
- Recruiting and developing volunteer engagement prospects, including with internal and external events and opportunities.
- Manage NMC's existing events, including the annual Quiz Night and outdoor tribute concert, and develop new events, including a replacement for our Christmas carol concert, with the view to increasing income and potential from this area.
- Support colleagues with NMC's annual open day, with the potential to coordinate this event with assistance, and other ad-hoc NMC events and activities.

- Promote and represent NeuroMuscular Centre in the local area, working with the Marketing Manager to increase awareness and strengthen local support for the cause.
- Developing information and content for our website, including keeping pages updated with new content, upcoming events, news stories, and any related queries.
- To ensure the compliance with and use of NMC's policies on Risk Assessment, Health and Safety, GDPR compliance, Equal Opportunities, Value for money and Budgeting.

## **Safeguarding**

NMC has a zero tolerance to abuse of children, young people and adults at risk. All staff must adhere to NMC's Safeguarding Children & Adults Policy and comply with the local Safeguarding Children and Adults Board procedures, statutory guidance and legislation. Staff must keep up to date with safeguarding knowledge and skills by undertaking mandatory safeguarding training as specified by NMC policy, which includes understanding and recognizing the signs of abuse and knowing how to raise concerns.