



<b>Job Title:</b>	Part-time Fundraising Events Co-Ordinator (Flexible)
<b>Company:</b>	Harlequins Foundation
<b>Reporting to:</b>	Head of Foundation
<b>Salary:</b>	£11,000 per annum (pro rata)
<b>Role Purpose:</b>	To be responsible for the planning, implementation and co-ordination of Harlequins Foundation (HF) fundraising and promotional events, in consultation with the Fundraising Manager and other relevant staff members. This will include, but not limited to, the charity's own events and campaigns (Challenge, Mass Participation, match day engagement, supporter and community events), as well as third party partner events. You will report directly to the Fundraising Manager.

### **Responsibilities**

As a Fundraising Events Co-Ordinator, you'll be required to help:

- Co-ordinate the planning, development and implementation of events and community fundraising to ensure HF develops a sustainable calendar of activity throughout the year, maximising income opportunities from each.
- Responsibility for supporter stewardship, for both internal and external events, including initial enquires, before, during and after events ensuring our supporters receive sector leading support and convert to long term regular supporters.
- Identify fresh fundraising ideas, outlining their viability, including projected income and expenditure.
- Record and keep up to date all supporter details in line with the HF procedures on e-tapestry – the HF supporter database.
- Monitor and produce regular reports on income against fundraising targets using e-tapestry.
- Assist with the marketing of events, identifying new audiences whilst maintaining existing supporters and networks
- Purchase and manage stock of event marketing material, as required, using agreed procedures
- Produce post event reports.
- Keep up to date with new developments, legal requirements, codes of conduct and best practice within both events and the wider fundraising sector.

### **Knowledge, Skills and Abilities**

- Working knowledge of Microsoft Word, Excel, PowerPoint and Email Systems.
- Excellent communication skills and proven ability to relate to people from all walks of life, as well as the drive and enthusiasm to make things happen.
- Media/Communications
- Evidence of relevant events-related training or experience.
- Experience of working in a fundraising, event or community fundraising environment.
- Sound knowledge and understanding of community and events fundraising.

### **Behaviours**



- **Customer Focus** - Commits to meeting the expectations and requirements of internal and external customers; acts with customers in mind; values importance of providing high-quality customer service
- **Interpersonal sensitivity** - Interacts with others in a sensitive and effective way. Respects and works well with others.
- **Quality orientation** - Shows awareness of goals and standards. Follows through to ensure that quality and productivity standards are met.
- **Planning and organizing** - Organises and schedules events, activities and resources. Monitors timescales and plans
- **Initiative Taking** - Act to achieve goals beyond what is expected; drives to bring issues to a successful closure; self-starter.
- **Teamwork** - Responds and relates well to people in all positions; is seen as a team player, and is cooperative; looks for common ground, and solves problems for the good of all
- **Results orientation** - Focuses on desired results and sets and achieves challenging goals.

Harlequins is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Please email your CV and a covering letter to [jobs@quins.co.uk](mailto:jobs@quins.co.uk). Only successful applicants to be invited for interview will be contacted.