

Luna's Fund

'Love & Unity for Neonates And Stillborns'



Job Description – Fundraising Coordinator

Grade G1 – £13.69 per hour (rising to £14.66 per hour at Grade G6)

Part-time: 12 hours per week (rising to 18 hours with increasing workload after successful 3 month probationary period)

The role and activities are likely to change over time as the charity expands

Attach CV and Covering Letter detailing why you would be the best person for this role

Apply via email: lunasfund@outlook.com

Closing Date: Sunday 25th February 2024

Interview Date: To be confirmed with candidate

Start Date: As soon as possible

Primary Purpose

- To support the Charity by organising, supporting and executing all fundraising events whilst representing and encompassing the ethos and values of Luna's Fund

Secondary Purpose

- To effectively support the CEO in administering the Charitable Objects
- To collaboratively support the Service Delivery Coordinator with shared projects and events

Primary Activities

- To manage enquiries, promotional items and marketing for fundraising events
- To coordinate bespoke support for parents who wish to fundraise in memory of their baby
- Cultivate a community of well-equipped and empowered parents by inspiring and motivating
- Orchestrate a minimum of four wholesome events for supporters and parents; focusing on connection, positivity and breaking the baby loss taboo
- Forming and maintaining relationships with local businesses and suppliers through events, sourcing prizes and corporate returns of investment
- Database entry, upkeep, reporting and recording of information with 100% accuracy
- To elicit and record feedback, identifying any issues or shortfalls in fundraising events and make recommendations for improvement
- Effectively and confidently representing the Charity at events by connecting and networking
- Collaborate with the Service Delivery Coordinator to organise and execute Baby Loss Awareness Week
- Inspire change, innovate and push boundaries and improve current methods and practices
- Support local businesses with our Charity pots which includes delivering them, logging them and cashing up the funds following our Cash Handling policy
- Exceed a fundraising target set by the Trustees to benefit beneficiaries
- Update and manage the stock and sales through the Charity shop
- Present, deliver and cultivate the essence of the Charity and its work through corporate relations and events



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Secondary Activities

- To manage enquiries from supporters, sponsors, donors and the general public and to provide information in line with the Charity's policies, procedures, values and ethos
- To manage the office, including records (online and hard copy), stock, stationery, equipment and general housekeeping
- To contribute to the finance process
- To assist in managing the charity's website, social media channels, email marketing, content creation and wider online presence
- To assist in preparations for and delivery of promotional events and activities
- Engage in creative sessions, goal planning, new projects, awareness campaigns and projects

General Activities

- To engage in performance reviews and to undertake agreed training
- To adhere to legislation and the charity's policies and procedures
- To uphold and promote the charity's values and ethos
- To contribute to achieving the charity's vision
- To maintain confidentiality and record information in line with data protection legislation

Person Specification

- Emotionally intelligent, with a balanced blend of compassion, resilience and positivity
- Understanding of the emotional turmoil and distress baby loss brings
- Effective communicator through conversations and written correspondence with attention to detail
- Well-organised and able to prioritise workload to maximise the impact for beneficiaries
- Numerically articulate and confident using spreadsheets and other electronic systems
- Team focussed, personally driven and comfortable working unsupervised
- Discrete and protective of sensitive information
- Must hold a full UK driving licence and be a competent driver

Benefits

- Complimentary professional clinical supervision sessions (timeframe to be agreed)
- Mileage payments for event travel
- Relaxed working environment
- Opportunity to work flexibly between home and office
- Pro-rata 28 days holiday pay

