

## Job Description – Student Fundraising Executive

### Job Purpose and Summary

To work as part of our Student Fundraising Team within the Events and Community Fundraising Team in organising, recruiting and resourcing our student overseas treks and other student events. You will work with universities across the UK and Republic of Ireland to build and maintain relationships with university partners and recruit student fundraisers to take part in international and UK treks.

Meningitis Research Foundation is based in Bristol but the role is flexible and is open to anyone wishing to work from home.

### Reports to

The Senior Events & Community Manager will be responsible for your post and will ensure you have been given appropriate tasks as well as providing support and development to you in your role.

### Responsibilities

#### Key tasks and fundraising activities

- Attending meetings and presenting to student groups across the UK and Ireland
- Promoting the Meningitis Research Foundation student programme to universities across the UK and Ireland, developing and building relationships
- Promotion and recruitment of student challenge events both face to face, online and via the telephone
- Provide account management for university partners
- Provide stewardship and support for student challenge participants
- Maintain accurate and up to date CRM records of participant and financial information relating to events
- Produce progress reports
- Identify and implement ways of solving problems and optimising new opportunities
- Provide assistance in the running of other fundraising events and activities
- Create newsletters, supporter communications and social media content.

#### General and Personal Development

- Support all colleagues and communicate your work and needs openly and effectively
- Establish efficient and effective working relationships and communication with internal and external stakeholders
- Take responsibility for own development and training needs, in consultation with line manager
- Keep abreast of the charity's work programmes, and of current developments in the field of meningitis and septicaemia
- Frequent travel to universities in the UK and Ireland with frequent overnight stays during student recruitment season. (Expenses and time off in lieu for approved work away in line with charity guidelines).

### Person Specification

Training, Experience and Qualifications	Essential / Desirable
Experience of fundraising events and activities	E

Experience of working with University Rags or societies	D
Experience of working within a non-profit organisation	D
Fundraising/sales and marketing experience	D
Experience of charity challenges and/or marathons	D
<b>Knowledge and Skills</b>	
Working knowledge of social media	E
Good organisational and administrative skills, able to prioritise, juggle multiple tasks and work to deadlines	E
Excellent oral communication skills, strong networker and a confident, outgoing manner	E
Good written communication skills	E
A relaxed and confident manner both in a one-to-one and group settings	E
IT competent. Particularly word processing, excel, and e-mail	E
Self-motivated and able to work on own initiative	E
Excellent attention to detail	E
Numerate, able to understand and manage financial information	E
Team player with an ability to build effective working relationships	E
<b>General</b>	
Ability to work anti-social hours (evenings and weekends when required) and at a high level of intensity	E

## Terms and Conditions - Essentials

### Location

If contracted as an office based employee your normal place of work will be at Head Office which is currently Room 708, The Programme Building 7th Floor, The Pithay, Bristol, BS1 2NB. If contracted as a home based employee we require regular visits to the Head Office.

During student recruitment season (September – November) there will be frequent travel to Universities across the UK and Ireland including frequent overnight stays and lone working (in line with our lone working policy).

### Salary

- £25,000 - £29,999 (pro rata)
- Salary Band 2a
- 2% employee pension contribution
- 6% employer pension contribution
- Paid in arrears on or around 25th of each month.

### Contract Type

Full time, permanent.

**Hours of Work**

36.25 hours between 8.00 am to 6.00 pm Monday to Friday (variable during Student Recruitment period)

**Annual Leave**

25 days + statutory & public holidays. The Charity's holiday year runs from 1st April to 31st March.