



Ideal for anyone living within a commutable distance from Leighton Buzzard or prepared to relocate for the duration of the placement.

Job title: Fundraising Assistant

Job type: 12 month placement for penultimate year undergraduate students

Main purpose of the job: To maximise the generation of funds for KidsOut charity

Responsible to: Director of Fundraising and Chief Executive

Location: Leighton Buzzard, Bedfordshire

Salary: £7,200 per annum

Dates: 2nd July 2018– 28th June 2019

Background

KidsOut gives disadvantaged children and young people fun, positive experiences that contribute to their development, well-being and outlook for a happier future. Every year, KidsOut helps over 50,000 children, who may have escaped domestic violence, have a life-limiting illness, have special educational needs or have become young carers.

We are looking for a Fundraising Assistant to work full time in the KidsOut office for 12 months as part of your undergraduate degree. You will learn new skills and gain wide-ranging experience working in a fast paced environment on a variety of projects. We are a small team so you will have a key role with a large input and your work will make a real difference. By the end of the placement you will have gained extensive experience in numerous fundraising strategies and events, as well as exposure to the workings of the charity sector more generally. Opportunities provided will help you develop your communication, correspondence and interpersonal skills, and the varied nature of the job will allow you to further your time-management and organisational capabilities.

The placement is open to all degree subjects, providing that you are able to demonstrate the successful applicant qualities listed below.

The successful applicant will:

- Develop skills in order to secure new funding through fundraising events and initiatives, and show the capability to manage a number of fundraising projects and partnerships
- Be required to raise income to agreed targets

- Have excellent written and verbal skills
- Be knowledgeable and able to present passionately to a variety of groups
- Have the ability to negotiate and influence effectively
- Be a dynamic, creative and forward thinking individual
- Be a keen networker and have a proactive approach to your work
- Have the ability to work effectively to multiple deadlines
- Be team-spirited
- Work accurately, with excellent attention to detail
- Be confident in dealing with external communications

Desirable:

- Full, clean UK driving licence

Key duties:

- Assist the Fundraising team in delivering the funding strategy
- Identify and implement new funding sources, for example through applying for Charity of the Year, Charity of Choice partnerships and grants and trusts
- Generate increased funding from existing sources, for example, through encouraging current partners to attend our corporate fundraisers or partake in sponsored events
- Support the annual in-kind donation campaigns such as the Christmas Toy Appeal
- Support the Fundraising team at KidsOut corporate events such as running the silent auction
- Source participants for organised fundraising events such as The London Marathon, London to Brighton Bike Ride or The Three Peaks Challenge. Additionally, managing a database of people signed up to take part in these organised fundraising events
- Develop strong relationships with corporate partners and supporters, giving advice and support relating to fundraising for KidsOut and providing any fundraising materials
- Coordinate a local committee to deliver fundraising initiatives and local events
- Maintain a stock of fundraising materials that can be used at events, given to supporters or used to promote the charity
- Maintain a comprehensive database of funders and supporters
- Assist in the running of the Giving Tree initiative

More information on the charity is available at www.kidsout.org.uk

If you would like to apply for this position, please email your CV and a covering letter to info@kidsout.org.uk.

Please note that the vacancy will close once a suitable applicant is found so early application is recommended.