



Job Title: Fundraising and Marketing Administrator

Reporting To: Chair of Trustees/Treasurer

Location: 40 Degreez Centre For Young People, Farnham

Salary: £9423

Hours: 17 hours per week (Thursday & Friday 8.30 – 5pm) in addition to holiday & sickness cover

About 40 Degreez

40 Degreez Centre aims to run a variety of innovative youth projects meeting the needs of young people in Farnham with youth clubs, holiday workshops, courses, sports, one to one learning programmes, residential outings, drop in skills learning and accreditation opportunities plus much more. It is a great place for young people to meet new friends, learn new skills and get some useful advice.

Job Purpose:

To research fundraising opportunities and apply for grant and funding applications to charitable trusts, statutory bodies and other organisations for ongoing running costs of 40 Degreez & specific activities/projects. To identify and build relationships with donors and companies and to manage fundraising events. In addition to this the role will include overseeing all the advertising and marketing needs & events of 40 Degreez.

Role Responsibilities:

- To research and apply for grants and funds from relevant charitable trusts, statutory bodies and other organisations (for ongoing running costs of 40 Degreez & specific activities/projects within the building or for youth work team)
- To maintain and supply all necessary follow up statistics and information
- To maintain evergreen files on all funding applications and ongoing projects
- To liaise with 40 Degreez Lead Youth Worker regarding the clubs and programme needs for funding
- To present a quarterly report to Trustee's on funding applications and their status
- To deal with all advertising and marketing needs of 40 Degreez

- To liaise with 40 Degreez Lead Youth Worker regarding advertising and marketing requirements
- To research suitable future advertising and marketing opportunities & implement those that are satisfactory for 40 Degreez
- To liaise with the Building manager regarding grants & donations
- To liaise with the Chair of the Trustees regarding the business plan and action required from it
- To develop/maintain 'Friends of 40 Degreez' & keep members updated on the development of 40 Degreez
- To forge partnerships with other youth based organisations
- To develop corporate partnerships
- Attend & take minutes of all the trustees meetings & AGM
- Oversee the smooth daily running of the 40 Degreez building, whilst onsite.
- Dealing with any ad hoc queries & liaising with the Building Manager as required, whilst on site
- Provide holiday & sickness cover for the Building Manager.

Location:

The role will be based at 40 Degreez Centre, Farnham, with potential for some home working during school holidays.

To apply:

Please send us your CV. If you would like the opportunity to have a friendly chat about this role or any other opportunities please get in touch. You can find out more about 40 Degreez and the work we do on our website www.40degreez.org.uk
email: info@40degreez.org.uk or call 01252 727087 and we will call you straight back.

Person Specification for Fundraising and Marketing Administrator

Essential	Desirable
Knowledge & Experience:	
Evidence of fundraising success from a diverse range of funding sources including community, events, statutory fundraising	Knowledge of charity governance
Proven track record in working towards and exceeding income generated targets	Working knowledge of donor and support contact management, including the use of a Customer Relationship Management (CRM) or donor database
Demonstrable experience of developing donor relationships with individuals and organisations	
Proven track record in effectively managing financial tasks	
Knowledge of current fundraising guidelines and legislation	
Demonstrable experience of marketing organisations	Marketing experience within youth based organisations
Qualifications:	
	Recognised fundraising qualification e.g. IOF Certificate
	Recognised marketing qualification
Skills & Abilities:	
Excellent organisational skills	Financial management and budgetary skills
Ability to use a range of fundraising techniques	
Working knowledge of using IT - social media platforms, contact databases, Microsoft Office Suite	
High levels of enthusiasm, self motivation and a willingness to take on new challenges and responsibilities	

Essential	Desirable
The ability to keep accurate and up to date records	
The ability to communicate well with the team, external organisations and those using the building	Premises management experience
Relevant Experience:	
Experience of working with a wide range of young people both with individuals and in groups of young people	Experience of working with youth based organisations
Experience of working as part of a team	
Other Requirements:	
DBS (Disclosre & Barring Service) clearance will be required	

