

## **Job Description:**

**Role:** Charity Fundraiser (Entry Level)

**Weekly hours:** 35hrs

**Responsible to:** Head of Resources

## **About us:**

KORI Youth Charity is dedicated to supporting young people to thrive and contribute to their worlds. Over two decades we have served over 15,000 young people from predominantly Black and minority ethnic communities. We focus on those facing challenges that might put their futures at risk. Our programmes provide personal development, career pathways, and global engagement, tailored to meet the specific needs of young people aged 11-25.

## **Position overview:**

We are seeking an enthusiastic **Entry-Level Charity Fundraiser** who aligns with our organisation's values, aims, and overall vision. This focuses on achieving diverse funding, especially from trusts and foundations. The ideal candidate will work collaboratively with our team to develop and implement effective fundraising strategies while promoting our mission to potential partners and donors.

The candidate who is chosen for this role will also be part of Rank Foundations Time to Shine Programme. This means that during the year in this post they will participate in leadership events and networking, requiring travel across the UK and staying away from home. They will also gain access to The Foundation's vibrant community gaining mentoring and new networks and the ability to apply for training bursaries. <https://rankfoundation.com/our-approach/leadership/time-to-shine/>

**Charity Fundraiser Duties:**

- Collaborating with the core team to develop and execute comprehensive fundraising strategies.
- Writing Trust and Foundation applications
- Engaging with potential donors and partners to promote the organisation and secure support.
- Understanding and articulating the needs of the organisation to enhance fundraising efforts.
- Meeting with community partners to build relationships and expand outreach initiatives.
- Ensuring alignment with safeguarding and health and safety standards in all fundraising activities.
- Understanding and advocating for equality and inclusivity in all fundraising endeavours.

**General:**

- Attend and contribute to team meetings.
- Provide regular updates on progress and discussing funding strategies.
- Work closely with core team to ensure alignment and effectiveness in fundraising initiatives.
- Maintain accurate records of donor interactions and fundraising activities in the organisation's database.
- Engage in ongoing professional development opportunities, including workshops, seminars, or online courses related to fundraising and non-profit management.
- Maintain ethos and values of charity.

**Person Specification:**

- Strong interpersonal skills and confidence in communication.
- Demonstrate an understanding of youth work.
- Excellent organisational skills with the ability to manage multiple priorities.
- A solid understanding of the organisation's mission and goals.
- A commitment to equality and diversity in the workplace.
- Ability to work effectively within a team environment and independently.

**Qualifications and experience:**

- Degree in a relevant field.
- Some experience of fundraising: we also value understanding and willingness to learn.
- Some familiarity with youth work principles is advantageous.
- Basic understanding of health and safety and data standards related to fundraising activities.

**Diversity and equality:**

*KORI makes sure that all those interested in employment or volunteering have equal rights regardless of age, race; gender identity, sexual orientation, religion, beliefs, disability, ethnic or national origins, marital status or any disadvantaged condition.*

**Safeguarding Young People:**

*As a part of the induction process for working with KORl provides online NSPCC Safeguarding training for those working with us. Staff at KORl confirm their understanding of their role in protecting children, young people, and vulnerable adults and have to have to complete an enhanced 'Disclosure and Barring Service,' check before they start working.*