



Job Title	Fundraising and Communications Executive
Reporting to	Director
Salary	£19,000 - £22,000 (actual salary, dependant on skills and experience)
Location	Arundel Castle Cricket Ground with some home working
Contract	Permanent
Hours	24 hours per week (to be worked over 4 or 5 days during Monday to Friday)

Introduction

The Arundel Castle Cricket Foundation was formed in 1986 and works alongside the Friends of Arundel Castle Cricket Club at what is widely regarded as one of the most beautiful cricket grounds in the world.

Using the power of cricket, outdoor recreation and our unique historic setting, the Foundation creates magical experiences for young people that seek to inspire and to engage, and that lead to lasting positive outcomes. All young people that visit are facing disadvantage, in the variety of forms that can take.

We believe that all young people should have the best possible opportunities in life, to be able to thrive and develop academically, physically, and emotionally through their school years and beyond. Our aim is to give young people the tools and confidence they need to learn, grow and succeed. Our unique programmes engage young people in sports, learning and social experiences, enabling them to overcome barriers, discover new possibilities and realise their aspirations.

Main Purpose of the Role

We will soon be embarking on a new, exciting strategic plan. To execute that plan, we need to maintain a strong fundraising and communication function, generating income to develop and deliver our charitable activities and to communicate the impact of these programmes within our stakeholder base.

Reporting to the Director, and working alongside the Programmes Development Officer, the Fundraising and Communications Executive will play the lead role in ensuring the successful

achievement of fundraising targets, and the successful execution of marketing and communication campaigns.

Responsibilities

Fundraising

- Support the Director in the development, implementation, and review of a fundraising strategy.
- Co-ordinate donations and other charitable income, in conjunction with the finance support team
- Have a creative approach to fundraising and fundraiser/donor engagement, recognising the special relationship fundraisers and donors have with ACCF.
- Ensure an excellent donor and supporter care programme, including:
 - Recording all communication activities with supporters on the relevant database.
 - Segmenting different donor groups and tailoring offerings for each group.
 - Thanking and acknowledging donations within an appropriate time frame.
- Increase income generation by identifying and developing new revenue streams whilst maximising existing opportunities, including from trusts and foundations, statutory and community bodies, events, and direct campaigns.
- Keeping up to date on key trends, best practice, and fundraising law.

Communications

- Support the Director in the development, implementation, and review of communications plan, aligned to the Charity's overarching strategy.
- Manage and develop all aspects of the CRM system, maintaining the CRM files and handling administration.
- Develop, prepare, and distribute marketing and communications activity, appropriate to stakeholder groups, through a variety of communication channels.
- Analyse and communicate the success of any future marketing campaigns.
- Oversee all PR-led elements of the charity, including content and copy writing, liaising with press and media, producing project write-ups, case studies, and appeals.
- Ensure consistent branding, fundraising and communication materials across the organisation.
- Keep up to date with latest developments in the field.

Events

- Organise a small number of key charitable fundraising events.
- Attend all events and manage and co-ordinate PR and content creation.

Miscellaneous

- Attend meetings with, or on behalf of, the Director, as and when requested.
- Record minutes from meetings as requested by the Director.
- Undertake other relevant administrative duties as requested by the Director.

We are for looking for someone to evidence the following:

Experience

- Working for or with a charity
- Working in a fundraising department with exposure to, and awareness of fundraising, donor management and stewardship
- Working in a marketing and / or communications department, including in the production of content and the management of social media to improve stakeholder communications
- Organising, promoting, and delivering charitable events

Skills

- First-class written and oral communication skills
- Excellent organisational skills, comfortable with multi-tasking and able to manage time effectively
- Excellent IT skills
- Strong attention to detail
- Ability to think strategically

Additional

- A grasp of economic common sense
- A social and political awareness and sensitivity
- Proactive and dynamic
- Flexibility in approach and working hours

The successful candidate would be subject to an enhanced DBS check.

Note

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, or age.

Please submit your application in the form of a covering letter and CV to ACCF Director, Tim Shutt via the following email address: tim@arundelcastlecricket.co.uk

Important Dates

- Deadline for applications is midnight on Tuesday 30th August
- Interviews will take place at the Arundel Castle Cricket Ground during w/c 19th September

July 2022