

**Job Title: Community Fundraising and Events Executive**

**Reports to: Community Fundraising and Events Manager**

**FTE: Full time, 37 hours per week**

**Location: London (central) but currently working from home due to Covid-19**

**Salary: £24,000**

Are you interested in working for an organisation making a real difference to the lives of young blind and partially sighted people?

Here at the Royal Society for Blind Children we believe that every blind young person should have the chance to live life without limits. Our values of Trust, Energy, Ambition, and Motivation underpin everything we do, and by giving young people the essential skills to take control of their life, they can unleash their true potential.

We are looking for an individual with successful Community and Events Fundraising experience to support the Community & Events Fundraising Manager in developing long term relationships with community organisations and volunteers, with a focus on local fundraising activity, maximising income to the charity by delivering customer-focused opportunities to fundraise. The main purpose of this role is to help transform RSBC’s community and events fundraising.

You will act as the first point of contact for community fundraisers, community volunteers, local companies, and community organisations and identify, target and build relationships with decision makers and influencers.

Knowledge of events legislation, including risk management and Gift Aid is essential, as is the ability to plan, organise and manage events timely and within budget, using a range of tools including a CRM system. The successful candidate will have digital fundraising skills, strong customer care delivery and an ability to manage relationships with a wide range of supporters. Excellent written and verbal communication skills are essential as are excellent team working skills.

In return we offer a competitive range of benefits including a generous annual leave allowance of 27 days (rising to 28 days after 3 years’ service) + bank holidays, flexible working opportunities, 3% contribution towards pension, and season ticket loan. We are a welcoming, diverse and inclusive workforce and are a Disability Confident Employer. We also hold the Investors in People Silver Award.

**For further details on the role, please refer to the Job Description and Person Specification.**

**Closing date: 9am, 11 December**

**Interview: 15 December**

**Please apply by emailing your CV and a supporting statement which details how you meet the requirements of the role and person spec to** [**recruitment@rsbc.org.uk**](mailto:recruitment@rsbc.org.uk)

The Society is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. Therefore, all posts are subject to an Enhanced Disclosure check from the Disclosure and Barring Service and 2 satisfactory professional references. Registered Charity No.307892