



## Belmont Community Cinema

### JOB DESCRIPTION

#### 1. ORGANISATION

**POST TITLE:** Community Fundraiser

**LOCATION:** Belmont Community Cinema (Aberdeen)

**STATUS:** Part-time (21hrs per week, negotiable)  
One-year fixed term (with option to extend dependant on funding)

**SALARY:** £27,032 - £29,375 pro rata

#### 2. JOB PURPOSE

You will be responsible for coordinating all community fundraising events and activities, contributing to the overall fundraising target to ensure a sustainable future for the Belmont Cinema. You will lead on all aspects of community fundraising, providing materials and guidance on fundraising activities, and any other support needed.

Working with organisations and individuals to encourage participation in community fundraising activity, you will act as a first point of contact for community groups and supporters fundraising on behalf of the fundraising campaign.

You will provide excellent supporter care and donor stewardship to maximise engagement and supporter experience.

#### 3. REPORTING RELATIONSHIPS

Belmont Board of Directors

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Head of Income Generation and Business Development

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**Community Fundraiser**

| 4.  | MAJOR TASKS   |
|-----|---|
| 4.1 | Manage a programme of community fundraising activities and events that contribute significantly to the overall fundraising campaign |
| 4.2 | Develop and cultivate relationships with existing and new donors and supporters   |
| 4.3 | Oversee and manage all community and events materials, including fundraising guides, packs and other collateral                     |
| 4.4 | Ensure a first-class donor stewardship and supporter engagement experience  |

| 5.    | ACTIVITIES   |
|-------|--|
| 5.1   | <b>Manage a programme of community fundraising activities and events that contribute significantly to the overall campaign.</b>  |
| 5.1.1 | Work with the Head of Income Generation and Business Development to agree targets for community fundraising and raise income to meet those targets                                       |
| 5.1.2 | Working with volunteers and community groups support the planning and delivery of relevant events  |
| 5.2   | <b>Develop and cultivate relationships with existing and new donors and supporters.</b>  |
| 5.2.1 | Respond to enquiries from community groups on how they can help fundraise for the Belmont Cinema   |
| 5.2.2 | Promote the aims of the Belmont Cinema using different platforms to reach all interested parties   |
| 5.3   | <b>Oversee and manage all community fundraising materials, including fundraising guides, packs, necessary documentation and other collateral.</b>  |
| 5.3.1 | Help write fundraising applications for community-based projects   |
| 5.3.2 | Work to develop appealing communications and fundraising materials   |
| 5.4   | <b>Ensure first-class donor stewardship and supporter engagement experience.</b>   |
| 5.4.1 | Build and develop relationships with key community groups, fundraising volunteers, and stakeholders  |
| 5.4.2 | Provide a high standard of donor care, ensuring all donors are thanked and acknowledged appropriately on time and communicated with regularly with care, thought and attention to detail |
| 5.4.3 | Manage, train and support any fundraising volunteers as appropriate  |
| 5.5   | <b>To undertake other related duties as required.</b>  |
| 5.5.1 | Take part in training and attend relevant meetings as required   |
| 5.5.2 | Undertake other duties as required by the management team and/or Trustees  |

### **Person Specification**

**Job Title:** Community Fundraiser

**Salary:** £27,032 - £29,375 pro rata

| <b>CRITERIA</b>                    | <b>ESSENTIAL</b>   | <b>DESIRABLE</b>  |
|------------------------------------|--|---|
| 1.<br>EXPERIENCE                   | Experience of community fundraising in the cultural or voluntary sector<br><br>Experience of working with Office 365   | Previous experience working with charities<br><br>Experience of working with Fundraising CRMs |
| 2.<br>QUALIFICATIONS               | A relevant qualification<br><br>Or<br><br>Two years' experience in a similar role  |   |
| 3.<br>SPECIAL SKILLS/<br>APTITUDES | Good teamworking skills and ability to build positive relationships<br><br>Excellent written and oral communication skills<br><br>Good planning and organisation skills<br><br>Good computer literacy skills<br><br>Good attention to detail<br><br>Ability to work independently and be self-motivated<br><br>Ability to work to deadlines and manage multiple projects | Knowledge of fundraising best practice  |
| 4.<br>PERSONAL<br>QUALITIES        | Networking, relationship & communication skills, both written and verbal<br><br>Enthusiastic and positive approach<br><br>Confidence in writing marketing and promotional copy<br><br>Confident in talking to groups and attending events<br><br>Ability to meet targets and work to deadlines<br><br>An enthusiasm for the goals of Belmont Community Cinema            |   |