



Events Fundraising Officer – Health Education Charity, based in Altrincham

Organisation	Charity Providing HIV & AIDS Prevention Education in Africa.
Job Type	Fundraising / Events
Employment Term	Full Time Fixed term
Location	Altrincham , Cheshire
Salary / Rate	Voluntary
Date Registered	1/08/2009

A small busy Christian health education charity delivering HIV & AIDS prevention services in Africa is offering a voluntary **6 month internship** for an Events Fundraising Officer in Altrincham, near Manchester.

Salary : Voluntary or self-funded

Job title: Events Fundraising Officer

Responsible to: CEO

Responsible for: No direct reports

Purpose of role: This role is critical to the delivery of increased income generation. To develop and grow an agreed portfolio of events and to help maximize the fundraising income from these. In doing this to help to maintain and develop the charity's profile and reputation in running fundraising events and the provision of excellent customer service to event participants and prospective participants. It would be up to the post holder to take the lead on increasing participation at events and to maximize the income generated from our participants and their supporters. You may also contribute to the growth of a small and exciting voluntary fundraising team dedicated to meeting its targets by monitoring income and participation in specific events, oversee and develop the events portfolio as well as maintaining and updating events information on the charity's website.

Experience: To meet this challenge you should be a high-energy proven self-starter, able to work on your own initiative and be a natural communicator. You will need to be highly organised with good administration skills. You must have experience of event fundraising, experience of providing excellent donor care as well as the ability to secure income.

We are looking for an excellent oral and written communicator with the ability to build rapport with a wide variety of people. You will be especially good at interacting with others. You will be able to demonstrate flair, creativity and initiative either in previous roles or



in your leisure activity. You will be able to work independently and as part of a small team of people and you will have the self-discipline to prioritise your work.

The *ideal* candidate will have proven experience in fundraising and be able to demonstrate excellent interpersonal and communication skills to people at all levels. You will be an efficient administrator with a high level of proficiency in the use of Word, Excel, Outlook and desktop publishing; a familiarity with databases would also be an advantage. Experience of managing income and expenditures are an essential part of this role. You will need to demonstrate sympathy with the Christian ethos of the charity as this position may involve interaction with churches and Christian groups of all denominations.

This is a full time role temporary voluntary internship and you will need the ability to work flexibly and outside 9-5 as additional evening and weekend working prior to and during events will be required. Some occasional travel may be involved.

If you are a recent graduate; an events fundraiser looking for a new challenge; or an administrator in a charity events team looking to gain experience this could be the role for you. If you are creative, enjoy a challenge and have a passion for fundraising, apply now.

Essential Criteria:

Experience of administering events and functions
Experience of marketing events to the general public
Strong customer care skills
Strong project management skills

Guidance Notes

There is no application form for this position.

Applicants are required to submit a CV and accompanying letter indicating their suitability for the role and provide a general statement detailing relevant skills and experience.

Please send your CV with covering letter to :
Rosie Finnegan, 17 Seamons Road, Altrincham, Cheshire, WA 14 4ND. email Rosie@act4africa.org.uk or Tel: 0161 941 1435 for further information:

Please note that the closing date is **31 August 2009**.