

Events Fundraising Co-ordinator – Grade 4

Job description

As part of a multi-faceted and busy fundraising team, this individual will play an important role in planning, stewarding and delivering a range of fundraising events to raise funds for Guy's and St Thomas', including Evelina London Children's Hospital.

Fundraising across Guy's and St Thomas' hospitals is ambitious and high achieving but there is so much more still to do. In order to ensure that the team is set up to deliver growth, we are seeking a 6-month Events Fundraising Co-ordinator to help support the delivery of the current events portfolio while we shape the plans and resource required for the future.

We are looking for a passionate fundraiser with excellent multi-tasking and relationship building skills.

Key responsibilities

- To manage and support on the planning and delivery of a number of challenge events (e.g. St Thomas' Abseil and Royal Parks Half Marathon).
- To deliver events on target and to budget within agreed milestones and to evaluate all activity.
- Develop and carry out marketing plans that inspire support.
- Working closely with the Community Fundraising team, to deliver the stewardship of our Do Your Own Fundraising group of supporters taking on sporting activities such as skydives and bike rides.
- To steward event participants to maximise net income and retention.

Working environment

This post is based at the Strand office, although some travel and attendance at evening and weekend events may be required.

Person specification

Essential Criteria

- Knowledge of event/project management in a fundraising environment
- Ability to prioritise and manage a demanding workload
- Ability to plan and deliver projects within budget and time
- Computer literate i.e. Word, Outlook, Excel
- Knowledge of a Fundraising Database (e.g. Raiser's Edge)
- Excellent written and verbal skills
- Ability to build personal, meaningful relationships with colleagues, customers, supporters and donors
- Motivated by high standards with excellent attention to detail
- Willingness to work hard and attend, where necessary commitments outside normal office hours

Desirable criteria

- Understanding of NHS Charities or healthcare fundraising