Community Fundraiser



JOB ADVERT

Job Title: Community Fundraiser

Salary: £28,000 per annum

Hours: 37 hours per week to be worked flexibly, including some evenings and weekends.

Although this is a full-time position, we would also welcome applications from candidates seeking part-time hours and would be happy to discuss flexible working arrangements with the right candidate.

Contract: Permanent

Location: Coventry-based, with travel across the organisation's area of operation. Hybrid working available.

Reporting to: Engagement & Fundraising Manager

About Us

Carers Trust Heart of England exists to improve the lives of family carers and the people they care for. We provide information, advice, and a wide range of practical and emotional support to unpaid carers and people with care and support needs. Our work is rooted in compassion, partnership, and a commitment to high-quality, person-centred services.

The Role

We are looking for a passionate and motivated Community Fundraiser to help grow income and strengthen our profile across Coventry and Warwickshire. You will play a key role in developing relationships with local businesses, schools, faith groups, and community organisations, inspiring them to support unpaid carers, people with care and support needs and their families.
This is a fantastic opportunity for someone with fundraising or community engagement experience to make a real difference while developing their career in charity fundraising.

What We're Looking For

- Experience of community fundraising, events, or income generation.
- Excellent relationship-building skills with people from all walks of life.
- Confident communication and presentation skills.
- Ability to organise events and campaigns.
- Passion for supporting unpaid carers and the communities we serve.

What We Offer

- Competitive salary
- Starting annual leave entitlement of 25 days (FTE), increasing with service to a maximum of 30 days (and Bank Holidays), plus your 'birtholiday'
- Pension contribution scheme
- Benefits platform offering flexible high street savings and discounts on top brands
- Employee Assistance Programme and wellbeing platform
- Ongoing training and development opportunities
- A supportive, values-led organisation that makes a real difference to carers' lives and the people they care for.

JOB DESCRIPTION

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Role Purpose

To deliver community fundraising activity that raises vital income, increases awareness of unpaid carers, and builds strong, lasting relationships with community supporters.

Key Responsibilities

Community Fundraising & Events

• Plan, deliver, and evaluate community fundraising activities and events.

• Support and inspire individuals, schools, and community groups to fundraise.

• Provide excellent stewardship to fundraisers, donors, and supporters.

Relationship Building

• Build partnerships with local businesses, faith groups, schools, and clubs.

• Develop innovative fundraising ideas to engage community supporters.

• Represent the charity at community events, presentations, and cheque collections.

Campaigns & Communications

• Work with the PR & Communications Officer to promote fundraising activities.

• Use social media and digital tools to engage supporters.

• Produce engaging fundraising materials and updates.

Administration & Reporting

• Keep accurate records of income and supporter details using the CRM/database.

• Monitor progress against fundraising targets.

• Ensure fundraising activities comply with relevant fundraising regulations.

General Duties

• Support colleagues across the organisation where appropriate.

• Act as a positive ambassador for Carers Trust Heart of England.

• Uphold the values, policies, and safeguarding standards of the charity.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Knowledge	Understanding of fundraising principles Awareness of community fundraising methods	Knowledge of the unpaid carer sector Knowledge of fundraising regulations and GDPR
Experience	Experience of income generation, events, or fundraising Experience of building community or business relationships Experience of organising events or campaigns	Experience in a charity fundraising role Experience of working with volunteers Experience of achieving fundraising targets
Skills & Abilities	Excellent communication and interpersonal skills Strong organisational and time management skills Able to work independently and as part of a team Competent in IT (Microsoft Office, databases, social media)	Ability to use design/digital tools for marketing Presentation/public speaking experience
Other	Passion for making a difference to carers and their families Positive, proactive attitude Full UK driving licence and access to a vehicle	