

Fundraising and Outreach Coordinator



Location: Work from home

Work Type: Self-Employed, Part-Time, Min. 25 hours per week

Pay: £15 per hour

Kids for Kids is looking for a talented, dedicated individual to join our small team, working directly under the Founder / CEO. If you believe in sustainable development and wish to make a lasting difference to children's lives by helping people to help themselves, we would love to hear from you!

This is a challenging, but immensely rewarding role, requiring someone who is hardworking, efficient, and good at managing their own time. You will be working mostly remotely, allowing flexibility in your own life, but expected to attend meetings at our base in Dorking, Surrey, twice a month on average during normal times.

Duties & Responsibilities:

- Identify and organise new fundraising campaigns and events, proactively identifying opportunities for raising awareness and fundraising
- Write and design publicity materials for mailings, events and general outreach
- Design communications plans, co-ordinate and produce all social media, and monitor impact
- Act as press / media officer by writing press releases, placing news stories and generating interest in media organisations
- Maintain the website and generate content
- Identify, approach and maintain relationships with supporters – individuals, companies, schools, churches, community groups etc
- Identify and write grant applications
- Provide support to the CEO/Founder and general administrative support as needed

Candidate Requirements:

- Experienced, organised, self-motivated, accurate, enthusiastic, able to take initiative, and with good attention to detail
- Outgoing – with first class people and communication skills
- Good at seeing things through to deliver results
- Able to work independently and efficiently in your home, as well as with a small administrative team
- Have a laptop with all MS Office programmes, including Access, a colour printer and fast Wifi
- Proficient in Microsoft Word, Excel and PowerPoint
- Imagination to help lead the charity into the next decade

Desired Skills:

- 3+ years of experience with Social Media marketing – proficient in Google Analytics, Hootsuite, Twitter, Facebook, with general knowledge of Search Engine Optimisation
- Experience working in Wordpress
- Previous experience working for a charity and developing networks
- Ability to attend events and meetings in Dorking, Surrey and London

About Kids for Kids:

Kids for Kids is the only charity founded specifically to help children in one of the most challenging regions of the world, Darfur, Sudan. For the past 19 years we have been transforming the lives of children through an unique package of integrated projects, working closely with the communities themselves. We have provided a range of sustainable projects to over 550,000 people in 100 villages where people live at the forefront of global warming, in one of the most deprived regions of the world. Each year we expand our work by adopting more villages. See the website for more details: www.kidsforkids.org.uk

We have a small team – the CEO is the only full-time position, and is supported by a part-time assistant, who undertakes PA work and general administrative support, and a part-time book-keeper. The Darfur team consists of two paid individuals and voluntary development networks established to support their communities. We have volunteer co-ordinators in the US and in Sudan.

You will need to be flexible to meet evolving requirements. You will have a great chance to learn from the CEO, who has been working in the charity and public relations sectors for over 45 years.

We have generally achieved an annual income of £350-450,000. This is becoming increasingly challenging and you will play a crucial role in designing new fund-raising opportunities and diversifying how we generate income. You will sustain the quality of individual connection we have with our existing supporters, many of whom have supported the charity over many years, and shape how we expand our networks. We are particularly keen on expanding our support from children across the world.

If you feel you are a good candidate for this position, please send your CV with a covering letter of no more than 2 pages, outlining: what you feel you would bring to Kids for Kids; evidence of how you meet the responsibilities, requirements and skills; and your vision for the role. Please send, including 'Fundraising Coordinator Application' in the title of your email, to: alastair@kidsforkids.org.uk

If you would like to ask any questions about the role, please contact the incumbent, Sage Lancaster: sage@kidsforkids.org.uk

We look forward to hearing from you! Please note that, given the likely interest in the position and our limited team capacity, we will with regret only contact those short-listed.