

Fundraising and Events Coordinator

Due to expanding our team, we are looking for a Fundraising and Events Coordinator. This is an exciting time to join the Foundation as this role will be delivering on the Fundraising and Events programmes such as major events, community events and Friends of the Foundation (FoF) corporate relationships.

At the Foundation we are committed to living and embedding our core values (quality, inspire, teamwork, inclusion and honesty and integrity), in how we deliver our activity and interact with our partners and colleagues.

The Role

- Support the Fundraising and Events Manager to deliver the outcomes, objectives and KPIs as outlined in the Operations Plan as part of the *Together2024-28* strategy.
- Plan, deliver and evaluate major and community events for the Foundation which generate unrestricted income and contribute to the sustainability of the Foundation. For example, but not limited to; Major events - Foundation Dinner, Golf Day, Fizz Friday, Roary's Big Week; Community events – Great North Run, Memory Walk, CEO Sleepout
- Oversee relationships with agreed FoFs, providing a high-quality, regular customer service experience that:
- Identify and engage with new corporate partners to promote FoF and increase the number of FoF, in particular:
- Support the delivery of the Boro Jackpot matchday activities including ticket sales and administration. When required support events through working as the club mascot, Roary.
- Working with the Fundraising and Events Manager and Data and Impact Coordinator, undertake monitoring and evaluation, data upload, data protection, central relationship management (CRM) system updates, awareness and tracking of KPIs and objectives aligned with the Operations Plan.
- Deliver on other Business Development activities as well as supporting wider Foundation programmes, within other strategic themes such as Education and Employability, Health and Wellbeing, Social Inclusion and Facilities activities.

Person Requirements

Essential

- Results focused with the ability to work towards and exceed sales targets and KPIs.
- The ability to build successful long-term relationships with donors.
- Good understanding of social media and using impactful communication
- Ability to communicate across multiple stakeholders and levels within an organisation.
- An ability to work independently, think creatively and take initiative towards delivery
- Excellent IT skills using online systems, word and excel.
- Commitment to working evening and weekends for events and match days
- A valid driving licence, with access to own transport and business insurance and be eligible to work in the UK.
- Willingness to travel within the Tees Valley as and when appropriate and nationally if required.

Desirable

- Knowledge of the sports sector.
- Business to business sales experience.
- Graphic design skills and a knowledge of design or publishing software (e.g. Canva)
- An established network of business contacts in the local area.
- Experience in line managing people
- Experience in project/programme management with excellent time management skills.

Full job descriptions are available at <https://mfcfoundation.co.uk/get-involved/careers>

If you would like to apply for any of the above roles and can demonstrate the Foundation's core values, please email your CV to recruitment@mfcfoundation.co.uk and specify which role you are interested in applying for. Shortlisted candidates will be required to complete an application form.

CLOSING DATE FOR APPLICATIONS: 12PM - 04 FEBRUARY 2025

These posts fall within the scope of 'regulated activity' and are exempt from the Rehabilitation of Offenders Act (1974). Successful applicants will be required to undertake a Disclosure & Barring Service (formerly CRB) check and are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' as defined by the Rehabilitation of Offenders (Exemptions) Act 1975.

MFCF is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. MFCF is also committed to the safeguarding of vulnerable groups