

Fundraising and Events Coordinator

Contract type:	37.5 hours, one-year fixed term.
Salary:	£27,396
Reports to:	Fundraising and Events Manager
Location:	Willie Maddren Centre, Riverside Stadium, Middlesbrough Herlingshaw Centre, South Bank
Working arrangements:	09:00-17:30 Monday to Friday With majority of home matches for Middlesbrough FC required on weekends and evenings, as well as other occasional weekend and evening work for the Fundraising and Events team. Hours will be managed flexibly when evening and weekend work is required. One day working from home may be possible, flexible hours.
Benefits:	25-days holiday per annum plus bank holidays Health Cash Plan and Employee Assistance Programme through Health Shield Flexible working arrangements 20% discount at Middlesbrough FC Retail Shop Cycle to Work Scheme Learning and Development support Employee of the Month and Core Values Awards Two annual Team Weeks including community volunteering days. Priority access to Middlesbrough FC Men's and Riverside Stadium concert tickets Equipment such as laptop, mobile phone, and branded kit Free on-site parking at Foundation sites

Overview

The Fundraising and Events Coordinator role will be an active member of the Business Development team, delivering on the Foundation's fundraising and events programmes such as major events, community events and Friends of the Foundation (FoF) corporate

relationships. The role will build and maintain relationships with a range of FoF as well as events across the year, working towards income targets to grow the Foundation's unrestricted funds to allow us to sustain our impactful delivery across Tees Valley.

At the Foundation we are committed to living and embedding our core values (**quality, inspire, teamwork, inclusion, honesty, and integrity**) in how we deliver our activity and interact with our partners and colleagues. This is an exciting time to be part of our fundraising and events team as we launch our new *Together 2024-28* strategy with a focus on working *together* partners and review our fundraising approach providing the role with a unique opportunity to contribute to shaping, developing and delivering our fundraising and events. The role will support on the **quality** delivery of Foundation and partner fundraising events, including contributing to the planning and preparation of inclusive provision, monitoring and evaluation with **honesty and integrity, inspiring** communication and impact; liaising with FoF and other stakeholders to **inspire** donations and support to the Foundation and being part of a developing team, which may longer-term include line management responsibility. The role may on occasion also support with the delivery of wider Foundation programmes and activities within Education and Employability, Health and Wellbeing, Social Inclusion and Facilities programmes as part of our commitment to **teamwork**.

A key strategic objective is our commitment to the future, and as a Foundation we are committed to safeguarding, welfare, and inclusion. Promoting the safeguarding and welfare of participants and employees is everyone's responsibility and everyone is expected to share this commitment. Alongside the Club, we are committed to equality, diversity, and inclusion (EDI) as highlighted by our RiversideBySide initiative. The Foundation is a place where inclusion is a core value and where everyone can be themselves in an environment where they feel safe and included, including being a Disability Confident Leader. We are working to diversify our workforce, particularly by gender and ethnicity.

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:
 - Ensures all service level agreement commitments are achieved.
 - The relationship is retained year on year,
 - Upselling to increased FoF levels, event tickets, employee engagement opportunities etc.
 - Connection to wider Foundation programmes to provide value-in-kind delivery.
- Identify and engage with new corporate partners to promote FoF and increase the number of FoF, in particular:
 - Increasing engagement from East Cleveland businesses
 - Working *together* with Middlesbrough FC to convert club sponsors to FoF
 - Attending local networking and events, to research and understand the Tees Valley business community.

- 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.
- The role may have opportunity in the future to oversee the management and performance of an Officer/Activator including managing and delivering objectives and key performance indicators (KPIs) in conjunction with the Fundraising and Events Manager. And where necessary and required, escalate any performance improvement requirements in conjunction with the Manager.
- 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.
- Working with the Fundraising and Events Manager and Communications Team to communicate the impact of the fundraising and events programme including supporting the Communications team to liaise with a thematic team to promote their impact.
- Work with other programmes and teams to contribute to a coordinated approach including learning and development, quality assurance, events, and partner pathways to increase impact of delivery.
- 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.
- Promote the vision, mission, and core values of the Foundation.
- Demonstrate a strong commitment to inclusive practices, adapting resources and delivery to ensure equal opportunities for all.
- Consult with the Designated Safeguarding Officer to understand and support the complex safeguarding and risk requirements of delivery.
- Consult with the Health and Safety Officer to understand and support the health and safety needs and risk assessments of delivery.

Person Requirements

Essential

- Results focussed 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
- Experience and interest in working within fundraising or sales in the charity sector.
- Ability to communicate across multiple stakeholders and levels within an organisation, including managing up to Senior Leaders.
- Excellent verbal and written communication skills and an ability to adapt communication methods to best engage within a variety of settings.
- An ability to work independently, think creatively and take initiative towards delivery.
- A willingness to work as part of a Team and contribute to both the Theme delivery and wider Foundation operations.
- 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.
- An understanding of and commitment to equality, diversity, and inclusion and how they relate to the role.

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.

Middlesbrough FC Foundation 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. The Foundation is also committed to the safeguarding of vulnerable groups.