

**Job title:** Fundraising Events Coordinator  
**Date:** September 2024  
**Accountable to:** Philanthropy Manager  
**Location:** 21 Albemarle Street, London W1S 4BS with potential for hybrid working  
**Contract type:** Permanent, part time – 21 hours a week – flexible work patterns considered  
**Salary:** £29,000 – £31,000 per annum- pro-rata

**Job Purpose**

To proactively coordinate and organise events for existing and prospective supporters of the Ri, collaborating with colleagues throughout the charity to effectively plan and deliver a range of engaging fundraising events that steward and cultivate supporter relationships.

**Main responsibilities of the role**

- Manage the delivery of a busy calendar of events for supporters; from coordinating the development of the event brief through to delivery, effectively managing guest list and comms, logistics, catering, AV and supplier relationships
- Work in collaboration with Ri colleagues to develop an ongoing series of fundraising and stewardship events, liaising with and briefing guest speakers and hosts to deliver successful events
- Act as the point of contact for events attendees, providing exceptional customer service
- Support event hosts with well-researched briefing notes on guests and their capacity to support the Ri
- With support from the Philanthropy Manager, ensure that event budgets and financial targets are achieved
- Analyse feedback and data to provide insights and recommendation to improve the Patron and donor events experience
- Support the development and implementation of patron and donor recruitment through fundraising events and create ask moments at all events to increase income
- Support and contribute to the work of the Development Team and other teams at the Ri to enhance event attendance, event experience and relationships

**General responsibilities applicable to all staff**

- Understand and support the Ri strategy including the Ri vision, mission and aims
- Promote the Ri values and encourage team working and effective communication with colleagues
- Help achieve EDIA goals across the organisation and promote diversity and inclusion at the Ri
- Act as a representative of the Ri and deal with Ri customers, stakeholders and the public in a professional manner
- Maintain awareness of your own and others' Health and Safety and comply with the Ri's Health and Safety policy.
- Comply with and champion the Ri financial and other policies and practices including Health & Safety, Safeguarding and GDPR
- Undertake other responsibilities as may be reasonably requested of your post.

<b>Skills, experience and knowledge</b>	
Essential (E) Desirable (D)	
• Experience of working in a customer relationship role in a charitable or corporate setting	E
• Experience of planning and delivering private events, ideally within patron, member or alumni schemes	E
• Excellent written and oral communication skills	E
• Thorough working knowledge of Microsoft Office particularly Outlook, Word, Excel, Teams and PowerPoint) and a willingness to learn and use new systems	E
• Ability to analyse data and produce reports	E
• Experience of using a CRM system (ideally Salesforce)	D
• Experience of using InDesign	D
• Experience of Eventbrite ticket system	D
• Interest in science, technology and engineering	D
<b>Qualifications</b>	
GCSE Maths and English grade A-C or equivalent qualification or experience	E
<b>Personal Attributes</b>	
• Excellent interpersonal skills with proven ability to work collaboratively.	E
• Ability to find pragmatic solutions, seek improvements, and adapt to changing situations.	E
• Ability to present information, verbally and in writing, in a clear and concise manner, with excellent attention to detail.	E
• Positive "can do" attitude and willingness to support others where needed.	E
• Ability to multi-task and work in a fast-paced environment.	E
• Willingness to work evenings and weekends if required (in line with the Ri TOIL policy)	E
• Committed to the principles of EDIA	E
• An understanding of the Ri's mission and activities	D

Notes:

This job description will be subject to review in the light of changing circumstances and is not intended to be rigid or inflexible but should be regarded as providing guidelines and accountabilities within which the individual works.