



AnimalsAsia

Until the cruelty ends

Job description JD-COM-05/13

Job Title	Community Fundraising Manager
Reporting relationship	Direct report : Country Director
Location	In or close to Bristol or M4 corridor, UK
Primary Objective of the Position	As Community Fundraising Manager you will manage a team of support group fundraisers and sign up regular supporters within areas to raise vital long-term funding for the charity. You will also be responsible for investigating and developing new fundraising opportunities.
Key responsibilities and accountabilities	<p>FUNDRAISING:</p> <ul style="list-style-type: none"> • Manage a voluntary fundraising team, achieving agreed targets • Offer coaching, mentoring and motivation to fundraisers to ensure high morale and maximise opportunities • Gather financial data from fundraisers and ensure that data is delivered to administration in compliance with data protection policy and in line with Animal Asia’s processes • Work collaboratively with colleagues in the UK and internationally to identify new fundraising opportunities and add value to local and global initiatives • Ensure the necessary fundraising resources are produced and available for fundraisers, liaising with international colleagues directly, as appropriate • Monitor progress against targets, identify and mitigate risks and accurately forecast performance against targets • Identify and deliver training workshops as required by fundraisers • Ensure core messages and values are delivered professionally and accurately by all fundraisers and their materials <p>INTER-DEPARTMENT RELATIONS:</p> <ul style="list-style-type: none"> • Ensure that inter-department and inter-personal relationships are positive, cohesive, and contribute to the overall mission of Animals Asia • Develop and maintain effective working relationships with management in regard to work procedures, employee relations and procurement related concerns • Be prepared to assist in further activities of a small team i.e. events <p>CONTINUOUS IMPROVEMENT:</p> <ul style="list-style-type: none"> • Contribute to the on-going review, development and implementation of changes to improve the productivity and efficiency of Animals Asia

	<ul style="list-style-type: none"> • Participate in staff training and performance and development appraisal process to assist in the achievement of Animals Asia objectives and mission <p>MISCELLANEOUS:</p> <ul style="list-style-type: none"> • Promote and advocate Animals Asia to the general public • Follow established Animals Asia procedures and policies
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It is not the intention of this position description to limit the range of this role but to give an outline of this role with Animals Asia. At times you may be required to perform other duties outside this position description as directed by the Senior Management within Animals Asia. Animals Asia reserves the right to modify and update these duties from time to time as required to meet the needs of the organisation.

POSITION HELD BY:

Signed :

Date :

This Job Description has been approved by the Fundraising Director

(Occupier of position signs above and return original to Human Resources Department (Hong Kong) and keeps a copy)