



Spread a Smile Fundraising and Events Officer Job Description

We are looking for an exceptionally well organised Fundraising and Events Officer to join our team at Spread a Smile during a period of very exciting growth.

You'll be working full-time alongside an experienced and passionate fundraising team, delivering high quality events to Spread a Smile's supporters. You will support a series of well-established events as well as developing new engaging events with the Fundraising Manager, appropriate for Spread a Smile supporters, to maximise income and engagement.

You will also work closely with the whole fundraising team to support a variety of income streams and functions, making this a very exciting role for somebody early in their career. You will have excellent attention to detail and a minimum of a year's experience, ideally in events in the charity sector. You will be passionate about improving the wellbeing of seriously ill children. Through your fundraising work, you will be enabling us to spread smiles to children who really need them.

Key Responsibilities:

- Deliver excellent events, working in close collaboration with all supporters, partners, suppliers, senior volunteers and the Spread a Smile team.
- Manage regular and ad hoc events at the most professional level and ensuring Spread a Smile brand and values are reflected in everything we do.
- Support the Fundraising Manager to manage all aspects of Spread a Smile's events on site including at the annual golf days, padel tournament, 5-a-side football tournament and comedy night.
- Design engaging marketing materials for Spread a Smile events. Ensure events are well promoted before and after and create engaging posts and content for our social media channels and be responsible for web pages related to the events.
- Be responsible for booking photographers and Spread a Smile entertainers for events Provide a high level of stewardship to event attendees.
- Work with Community Fundraising Manager to liaise closely with partners and supporters around their own fundraising events
- Assist with third party fundraising events – liaising with supporters, sending materials, attending events where necessary, thanking for donations and support.
- Working with Partnerships Manager to manage Spread a Smile volunteering programme throughout the year. Manage Spread a Smile's Gifts in Kind.
- Monitor and evaluate approaches and responses and maintain accurate records of activity and income using the fundraising database (Donorfy).

This role is full time, 37.5 hours per week. We require a minimum of three days in the office in London N5 on Monday, Tuesday and Thursday. Salary of £25,000 - £28,000, depending on experience. We offer 25 days holiday plus bank holidays and additional days off over Christmas.

Core office hours are 9am - 5pm or 9.30 - 5.30pm.

How to apply: Please send your CV and a supporting statement to Simone Herman, simone@spreadasmile.org. Closing date for applications is Friday 15 June at midnight but we reserve the right to close applications earlier if we successfully fill the role.