

Kawasaki Disease is the leading cause of acquired heart disease in children in the UK. It's time we changed that....

...TOGETHER we will.

Job Title: Fundraising & Communications Officer

Responsible to: Marketing, Media and Digital Lead

Salary: £25,000 pro rata

Contract: Initial 12 month contract. Part time basis 3 days a week

Location: Flexible. Working from home with ability to travel and occasionally attend team meetings

Closing date: 14 March 2022

Job Purpose

Reporting to Marketing, Media and Digital Lead, the Communications and Fundraising Officer works across all the charity's communications activity, with a particular focus on coordinating communications support for the charity's partnerships.

You will play an integral part in securing much needed funds, to enable projects that will progress understanding of Kawasaki Disease, raise awareness, support families and help to protect children affected by Kawasaki Disease – the leading cause of acquired heart disease in children in the western world.

You will play a central role in seeking funding opportunities using your experience to write Trust and Foundation funding letters and applications and actively pursue corporate fundraising opportunities.

Working closely with the Marketing, Media and Digital Lead, you will contribute to and support in the delivery of our overarching communications and marketing strategy for Societi Foundation. Driving forward an ongoing, proactive, awareness raising and revenue generating marketing and media campaign to raise the profile of our charity, generate income and support our wider work.

Job Responsibilities

- Develop, prepare and submit high quality funding applications to trusts and foundations in line with their requirements as part of an overall fundraising strategy and contribute to the achievement of the charity's overall fundraising target.
- Support in the management of reporting requirements and demonstrate impact and outcomes according to grant agreements.
- Contribute to aspects of social media management with direct input into supporter fundraising strategies.
- Work flexibly, creatively and dynamically as part of a small, passionate team with a significant and growing workload, supporting colleagues and volunteers. Be willing and able to respond to charity needs beyond the scope of this role description, as will be needed.
- Seek opportunities to secure income for Societi Foundation from a wide range of funders by creating and submitting high quality grant applications and through development of relationships, broadening opportunities for corporate support.
- Create and schedule content to support the delivery and implementation of strategic digital marketing plans across campaign topics, agreed priorities, outputs and objectives for each campaign period. Presented in a tone, voice and house-style which is channel specific, of high integrity and accessible to all.
- Work to build Societi supporter loyalty by engaging with supporters and volunteers through email and online to help build lasting relationships and offer support in fundraising and awareness raising.
- Assist in the development and maintenance of new and existing relationships with key partners and stakeholders, including key clinical staff across UK hospitals, private sector partners, donors, fundraisers and other significant influencers.
- Input into the design, development and delivery of resources including engaging written, video, audio and image-led content to be used across social campaigns and in support of our clinical engagement program.
- Support the Marketing, Media and Digital Lead with event planning and execution including contribution to the delivery of and attendance at conferences, symposiums and training sessions in support of our clinical engagement program.



Persistent fever



Cracked lips /
'strawberry' tongue



Rash



Swollen fingers/toes



Bloodshot eyes



Swollen glands

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Person specification

Qualifications	
Educated to degree level or equivalent experience	Essential
Experience	
Experience of copywriting, editing and proofreading for a variety of styles and formats including social media, print & digital publications, websites and managing and writing e-communications	Essential
Experience of developing and maintaining long term relationships with corporate or community supporters	Essential
Experience of researching and developing targeted proposals for presentation to prospective supporters	Essential
Experience of working in a fundraising role with an ability to carry out research to keep-up-to date with new fundraising opportunities	Essential
Experience of utilising social media in a work context using multiple platforms (inc. Instagram, Twitter, Facebook, LinkedIn)	Essential
Experience of event planning and delivery	Essential
Experience in supporting and managing research grant applications	Essential
Skills and ability	
Strong ability to plan ahead and manage multiple priorities effectively	Essential
Excellent communication skills, internally as well as outward facing	Essential
Proactive and professional approach to work, with the ability to work independently, manage a varied workload and prioritise effectively	Essential
Engaging personality with excellent verbal and written communications skills	Essential
A highly motivated, supportive and collaborative team worker	Essential
Good attention to detail and accuracy in preparing proposals	Essential
Knowledge and understanding of GDPR and compliance	Essential
Knowledge of Adobe CS	Desirable
Other	
Willingness to travel as required and access to own transport	Essential
Not afraid to experiment, innovate and come to the table with new ideas	Essential



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Application Instructions

Please apply to info@societi.co.uk with a cover letter not longer than two sides, explaining how you meet the post requirements and a current CV with any employment gaps explained.