###### JOB DESCRIPTION: Fundraiser, Fertility Network UK

Location: Within easy commuting distance of London (Head Office)

Reports to: Head of Fundraising

Hours per Week: 35 hrs per week

###### Core Purpose To work with the Head of Fundraising to develop and deliver all planned fundraising campaigns and activities throughout the year maximising income and support across the UK.

###### Key Responsibilities

###### To be the initial point of contact for fundraising enquiries and activities.

###### Support the development and delivery of a programme of individual, corporate, challenge and community fundraising activities and events to maximize income generation.

* Assist with all fundraising communications across the website, enews and all social media applications to promote events and fundraising activity.
* Raise the profile of Fertility Network UK by maintaining existing and looking for opportunities to develop new relationships
* Develop a detailed understanding and knowledge of the work of Fertility Network UK.

###### Identify and support events and initiatives within the fundraising area, ensure they are well planned and delivered, maximizing registration and income generation.

###### Attend events where appropriate and as agreed with the Head of Fundraising.

* Contribute to the work of the Fundraising Team across all areas as required, attending and contributing to team meetings, covering telephone and administration tasks as necessary.
* Keep accurate database records of fundraisers, events and activities taking place.
* Keep accurate database records of income generated from fundraising activities including Gift Aid.
* Ensure all activities comply with GDPR.
* Must be prepared to work flexibly, including evenings and weekends as the role demands. Time off in lieu is given for this.