

Development and Events Manager

Essential: E

Desirable: D

A. Experience

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| 1. Experience in event management either for a charity/not for profit organisation, or within the private sector (agency or client side) | E |
| 2. Have a clear understanding of how to build relationships and have examples of the relationships they have built in their business life | E |
| 3. Experience of working with an agency or freelance marketing experts | D |
| 4. Events planning and management experience | E |
| 5. Good local connections within the corporate / SME market | E |
| 6. Have experience of raising significant funds from the corporate sector/SME's | E |
| 7. Have experience of developing a fundraising strategy | E |
| 8. Experience of having worked in the Charitable/third sector | D |
| 9. Experience of using and utilising Digital comms and social media for fundraising and marketing | E |
| 10. Experience of Copy writing and content creation for email campaigns | E |

B) Knowledge and Skills

1. Have a knowledge of marketing and it's processes E
2. Creative, with strong administrative and financial skills E
3. Have outstanding written and verbal communication skills E
4. Knowledge of the importance of brand and marketing E
5. Understanding of latest legislation regarding Health & Safety / Data Protection etc E
6. IT skills including use of Microsoft office package, mailchimp Facebook, Twitter etc E
7. Networking skills (including speaking about the charity) E
8. Knowledge of fundraising application process with Trusts / Foundations D
9. Knowledge about the third sector D
10. Knowledge and understanding about Mental Health D
11. Be able to deal with targets and fundraising/development expectations E
12. Have knowledge of Digital communications and Social Media platforms E

C) Other

1. Willing to work flexibly (Monday to Friday) with some evening work E
2. Willing to work weekends when charitable work, events, stalls, fundraising or charity awareness events are required E
3. Willing to have a Disclosure and Barring Service check (DBS) formerly CRB) E
4. Able to travel within the Greater Bristol Area and sometimes further afield in the south west as necessary for the role E