

**\*\* NEW JOB\*\*** A fundraising technology and events company is seeking a Fundraising Manager. Based in Richmond and paying up to £27,000. If you are interested, please email your CV to [alice.short@questprofessional.co.uk](mailto:alice.short@questprofessional.co.uk)

Job: Fundraising Manager

Location: Richmond

Salary: £27,000

The company is looking to recruit a confident, client facing, passionate and experienced Fundraising Manager who will be responsible for the account management of client operations and events. Reporting to a Senior Fundraising Manager, the role will include client management before, during and after events, advising on best course of action for events and how to raise more, conducting site visits, meetings with clients and suppliers, liaising with the Sales Team, attending some events and delegating work to Fundraising Executives.

#### **Responsibilities:**

1. Operational event management of confirmed company events
2. Event and fundraising consultancy with clients
3. Attending Client Meetings pre-event to discuss their requirements for on the night
4. Full communication with clients before, during and after events – face to face, email and phone
5. Full handover and briefing with onsite team
6. Administration – including accurate maintenance of client records, support with financials (tracking expenses, per event cost management, reporting)
7. Delegating workload to Fundraising Executives
8. Any additional duties as relevant to the role

#### **Skills required**

1. At least two years' experience in organising and running events
2. Exceptional Project/Event Management
3. The ability to use initiative

4. Experience of working in a customer facing role – excellent at communicating effectively and building relationships with clients and team members
5. Experience of working in an administrative environment
6. Superb organisational skills, time management and attention to detail
7. The ability to work well under pressure
8. Some experience within the charity sector preferred, but not essential