



Registered Charity No: 1126962

JOB DESCRIPTION

Name:

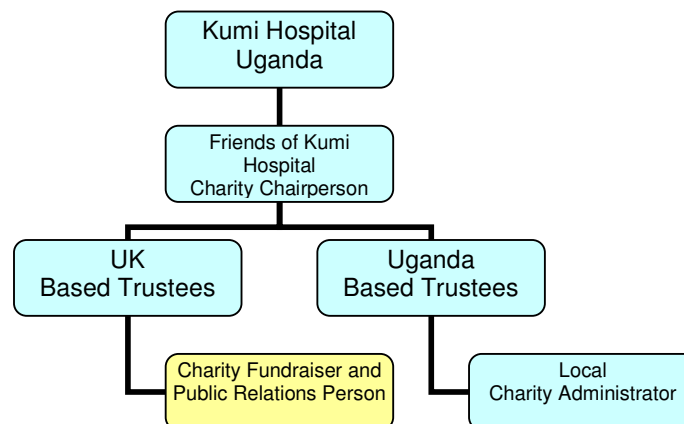
Post Title: Charity Fundraiser and Public Relations Person

Responsible to: UK Based Charity Trustees

Job Summary:

- To raise funds for the charity through the means of applications to trusts, engagement with businesses and organisations, enlargement of the charity membership, organisation of fundraising events and other means deemed appropriate by the Trustees.
- To be in charge of the public relations of the charity through use of the internet, events, appropriate contacts and all media available.
- To maintain and update the charity website on a regular basis.
- To write and distribute the newsletters to the charity members and interested parties and organisations.
- To engage with large NGOs and charities involved in international healthcare provision and education, with the aim of gathering partners and gaining support and funding, for larger long term projects for Kumi Hospital.

Organisational Position:



Key Responsibilities

Fundraising

1. The primary duty is to use all appropriate means to raise funds for the Charity.
2. In particular this will involve the application for grants to appropriate Trust Funding Organisations. The fundraiser will be responsible for regular searches for appropriate trusts, writing detailed applications with assistance from the chairperson and trustees, and sending them through the requested means. The fundraiser will keep records of applications sent and successful and unsuccessful responses, in addition to providing information requested from successful bids.
3. In addition to this the fundraiser will be expected to source funding from a variety of businesses and organisations who are interested in tax free giving. The fundraiser will be required to put together and send out information for the businesses around the benefits of tax free giving, in addition to the specific information around the Charity and its current projects.
4. Other fundraising responsibilities will include organisation and promotion of fundraising events for Friends of Kumi Hospital, including contacting and advertising the charity to key prominent individuals with an interest in charitable giving and promotion.

Public Relations

5. The public relations (PR) responsibilities are to ensure maximum publicity for the Charity through the use of all media available.
6. In particular this will include maintaining and enlarging the charity membership base, writing and sending regular (quarterly to bi-annual) newsletters regarding the charity and hospital activities, either via post or email and updating and maintaining the charity website.
7. The PR person is also to promote the charity through the use of the internet, television, radio and publishing whenever able.

Charity Partnership

8. Friends of Kumi Hospital has identified key projects for the hospital that are too large for it to embark on or sustain for a prolonged period at this time. These projects require large, well established charities or NGOs that are involved in the provision of international healthcare and education. The fundraiser will be responsible for identifying appropriate NGOs and established charities, making contact and promoting these projects to them. They will then be the main liaison with these charities once a partnership has commenced.

General

9. This job description describes responsibilities, as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future.

February 2012

PERSON SPECIFICATION

CHARITY FUNDRAISER AND PUBLIC RELATIONS PERSON

TITLE	ESSENTIAL	DESIRABLE
Education and Qualifications	<ul style="list-style-type: none"> • Proven writing skills and oral presentation 	<ul style="list-style-type: none"> • Journalism • Business Studies • UK Driving Licence
Experience, Knowledge and Abilities	<ul style="list-style-type: none"> • Promoting contact with corporate organisations and NGOs in relation to tax free giving and fundraising • Networking • Experience in a variety of fundraising methods 	<ul style="list-style-type: none"> • Experience of grant application writing • Experience of living / working or spending time in Africa • Experience of running fundraising events
Analytical and Judgmental Skills	<ul style="list-style-type: none"> • Ability to process information and recognise appropriate funding or PR opportunities for further progression 	
Planning and Organisation Skills	<ul style="list-style-type: none"> • Good time management and scheduling ability • Management of records storage & retrieval 	
Information Resources Skills	<ul style="list-style-type: none"> • Proficient IT skills. e.g. word processing, email, PowerPoint • Familiarity with website design and management • Own computer / laptop 	<ul style="list-style-type: none"> • Ability to undertake literature searches via the internet • Experience in website design and management
Communication	<ul style="list-style-type: none"> • Excellent telephone presentation • Confident and competent written, verbal and multi-media communication skills including good listening skills 	<ul style="list-style-type: none"> • Established contacts in fundraising networks
Personal Qualities and Attributes	<ul style="list-style-type: none"> • Positive thinker • Initiative and self motivating • Inspirational • Creative • Flexible 	
Team/ Collaborative Working	<ul style="list-style-type: none"> • Ability to work independently and as part of a team • Sympathetic towards and comfortable with working in a Christian environment 	

TERMS AND CONDITIONS

- Working from own location
- No set hours
- Salary to be 25% of funds raised from events, paid at the same time as reimbursement of expenses, or at the end of the month if no expenses have been submitted
- Training fees to be funded by mutual agreement with the Trustees, in advance, where appropriate to the job and beneficial to the charity
- Expenses to be submitted monthly to the treasurer for re-imburement – payment to be within 2 months maximum
 - Travel expenses to be by mutual agreement with the Treasurer in advance
 - Office expenses to be submitted with receipts
 - Communication via contract work phone and internet dongle provided by the Charity

INFORMATION, APPLICATION AND INTERVIEWS

- Further information about Friends of Kumi Hospital to be found at www.friendsofkumihospital.org or by contacting Frances Semakula (Chairperson) on frances.semakula@friendsofkumihospital.org
- Application to be via CV submitted to the Chairperson by email at frances.semakula@friendsofkumihospital.org for discussion with the Trustees
- Interviews to be arranged with two UK based Trustees at a location and date to be arranged, upon receipt of appropriate applications