



JOB DESCRIPTION

JOB TITLE: Fundraising & Events Executive

DEPARTMENT: Wolverhampton Wanderers Foundation

FIXED TERM: 3 year fixed-term contract

REPORTS TO: Head of Foundation

LOCATION: Molineux Stadium

Job purpose

To lead the development and delivery of Wolverhampton Wanderers Foundation fundraising activities, meeting agreed targets through a range of fundraising functions for the official charity of Wolves FC. To work alongside the football club's commercial team to develop relationships with current and new club partners. To lead on the planning and delivery of key charity fundraising events throughout the year.

Key responsibilities

- To best place Wolverhampton Wanderers Foundation as the organisation of choice for donors and supporters
- To research, evaluate and recommend fundraising techniques for the Foundation.
- Pro-actively seek new forms of income for the organisation
- To build relationships with potential supporters to deliver income
- To be accountable for achieving income targets for fundraising and to accurately report on this
- To build and develop corporate partnerships across the region
- To actively contribute to achieving income targets to budget and manage resources to achieve its goals
- To provide all necessary feedback on fundraising operation
- To liaise with existing and potential supporters to ensure maximum awareness of the Foundation and to develop potential fundraising opportunities
- To develop a strong network of corporate contacts across the region



General responsibilities

- Compliance with Foundation policies
- Compliance with the Foundation's health and safety procedures
- Compliance with the Foundation's safeguarding policies
- To undertake such other duties as may be reasonably expected
- To maintain professional conduct at all times

Safeguarding

- This role involves working with children and/or vulnerable adults in a Regulated Activity (or in close proximity to children and/or vulnerable adults). This means that the post-holder is required to apply all relevant policies and uphold the Foundation's commitment to safeguarding vulnerable people.

Key relationships

- Senior Manager of Wolverhampton Wanderers Foundation
- HR and Administration of the Foundation
- Wolverhampton Wanderers' Commercial Team
- External stakeholders and partners of both the Foundation and Wolverhampton Wanderers

Person Specification

Job Title: Fundraising and Events Executive

Knowledge: the level and breadth of knowledge to do the job e.g. understanding of a defined system, method or procedure, legal or regulatory frameworks etc

Essential

- Experience of researching corporate funding opportunities

Desirable

- Significant experience working in the charitable sector or can demonstrate understanding of charitable fundraising.
- Up to date knowledge of fundraising trends and legislation

Technical/work-based skills: skills specific to the job e.g. language competence, typing skills, coaching skills etc

Essential

- Proven experience of building and sustaining corporate partnerships and relationships.
- High standard of computer literacy.

Desirable

- Ability to manage and co-ordinate volunteers at events



General skills and attributes: more general characteristics e.g. flexibility, communication skills, team working etc

Essential

- Excellent communication skills both verbal and written.
- Demonstrable ability to plan and prioritise own workload with minimum supervision.
- Ability to demonstrate initiative and work well under pressure.
- Ability to plan ahead and work to deadlines.
- Ability to work effectively in a team.
- Willingness to work evenings and weekends at events.
- The ability to travel off-site.

Experience: proven record of experience in a particular field, profession or specialism.

Essential

- Proven experience of event and project management.

Desirable

- Ability to understand and generate budgets.

To apply please complete the application pack and email to jobs@wolves.co.uk

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