



Norwich Pride Job Description – HEAD OF FUNDRAISING

About the role: This role reports to the Chair or Co-Chairs of Norwich Pride and is active throughout the year, with the launch of the Event Pack in late January, through to the event itself in July. The Head of Fundraising is part of the core Organising Team (OT).

This is an exciting and interesting role that would suit someone with an entrepreneurial mindset, who either already has fundraising and grant application knowledge or is looking to gain experience in the sector. The successful candidate will be mentored by the previous Head of Fundraising for the full year as required.

The main tasks of the role include assisting the Treasurer and OT to set the budget for each Pride year, creating Sponsorship packages for local businesses to help fund various elements of the event, selling advertising/stalls/march slots as well as applying for grants, as appropriate.

You will also help support the Retail Lead, who stocks and runs our pop-up merchandise stall, as well as the work of a Deputy Head of Fundraising, who will provide support directly to you.

Time Commitment: The average time commitment is likely to be in the region of 6-8 hours a week, longest in any given week with an OT meeting and with an increase in commitment the closer we get to the main Pride event in July. In addition, the OT meet once a month for around 2 hours, usually on the Teams platform.

Remuneration: In recognition of the importance of this role to the success of the Norwich Pride event this is the only role within the organisation which attracts a small 'honorary' payment. Norwich Pride Trustees have agreed the amount will be dependent upon the successful candidate's knowledge, skills and experience.

Requirements:

- Excellent communication and timekeeping skills
- Great networker, able to build solid relationships with businesses of all levels from small independents to large corporates
- Meticulous with data, and very well organised
- Creative thinker
- Enjoys making money (entrepreneurial)
- Trustworthy
- Ability to support and inspire volunteers
- Can work well under pressure
- A full commitment to attending all meetings
- Resilient
- Can delegate and ask for help
- Commitment to working for LGBTQIA+ equality

Responsibilities:

- Managing main sponsor relationships
- Creating the annual Event Pack
- Processing orders for advertising, stalls, and march slots
- Inspiring people to organise fundraising activities for Norwich Pride
- Promoting online donations via Localgiving
- Working with external partners and Pride colleagues to arrange the stalls and the march
- Inspiring shops, bars etc to sell pride merchandise
- Working with the Treasurer on fund-raising targets
- Working with the Head of Communications to promote fundraising events
- Anything else needed for the successful running of Norwich Pride

Line Management and Support Statement

- You will be mentored for the full year by the previous Head of Fundraising
- You'll be part of the Organising Team and be line-managed, supported and guided by the Chair/Co-Chairs of Norwich Pride.
- You will work alongside around 7 colleagues on the Organising Team and sometimes with colleagues on our Delivery teams and or Trustees.
- You may be asked to deputise for other members of the team in order to assist the work of the Organising Team.
- The successful applicant will be supported with an induction process with a probationary period of 3 months which will end with a review of suitability and progress made.

NB: All those interested in volunteering and working with Norwich Pride must agree and advocate the Core Values of Norwich Pride, which can be found on our application form.

Norwich Pride is a Charitable Incorporated Organisation (number 1184491). All our activity complies with our charitable objectives, best practice and Charity Commission guidance. This includes our own policies and protocols of the organisation.