



## **Norwich Pride Job Description – DEPUTY HEAD OF FUNDRAISING**

**About the role:** This is an exciting and fun role for someone wanting to learn new skills or develop existing fundraising knowledge. The role reports to the Head of Fundraising and is active throughout the year, with core activities taking place between February and July.

The Deputy Head of Fundraising is part of the Delivery Team tier of Norwich Pride and will be trained with a view to potentially take over as Head of Fundraising in future planning cycles.

The Deputy role assists the Head of Fundraising in managing key sponsor relationships, encouraging community fundraising and donations, and working on grant bids, all with the goal of raising the income required to fund the annual Norwich Pride event.

**Time Commitment:** The average time commitment is likely to be in the region of 2-4 hours a week and with an increase in commitment the closer we get to the main Pride event in July. In addition, there may be a request for you to occasionally attend the Organising Team meeting (OT) who meet once a month for around 2 hours, usually on the Teams platform.

### **Requirements:**

- Excellent communication, timekeeping and networking skills
- Creative thinker
- Enjoys making money (entrepreneurial)
- Trustworthy with cash
- Ability to support and inspire volunteers
- Can work well under pressure
- Ability to work well in a team and inspire others
- Resilient
- Can delegate and ask for help
- Commitment to working for LGBTQIA+ equality

### **Responsibilities:**

- Learning the Norwich Pride fundraising processes
- Inspiring individuals, businesses, organisations and groups to organise fundraising activities for Norwich Pride
- Helping to recruit and develop strong relationships with key sponsors
- Selling advertising space in the Pride Guide and digital adverts

- Helping to line manage the Retail Lead
- Promoting online donations via Localgiving
- Supporting the booking process for stalls and march participants
- Working with the Head of Fundraising and Treasurer on fund-raising targets
- Working with the Head of Comms to promote fundraising events
- Anything else needed for the successful running of Norwich Pride

### **Line Management and Support Statement**

- You'll be part of the Delivery Team and be line-managed, supported and guided by the Head of Fundraising and the Chair of Norwich Pride.
- You will work alongside colleagues on the Organising and Delivery Team and sometimes with Trustees.
- You may be asked to deputise for the Head of Fundraising 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.