Partnerships and Events Officer

Reporting to:	Partnerships Manager
Location:	London
Contract:	Part time, permanent (21 hours per week)
Salary:	£27,111 Pro Rata
Child Safeguarding Level:	

This role may include some out-of-hours work, with time off in lieu awarded.

Overview:

This is an exciting opportunity to lead on Build Africa's events portfolio with a focus on high net worth individuals and corporations. This role will also be responsible for supporting the Partnerships Manager in researching prospective major donors and corporates, and working alongside them to deliver aspects of the programme including ongoing stewardship and reporting.

Key tasks and responsibilities:

Fundraising and Events

- Deliver the Build Africa special events programme – currently comprising of The Build Africa Ball, the Annual Concert and the Women 4 Women Initiative
- Support the rest of the fundraising team with delivery of ad-hoc events throughout the year. This may include major donor and corporate engagement activities such as sports events, quiz nights and Christmas parties, and legacy or other stewardship events
- Plan and execute targeted communications to potential, and secured, major donors and corporates
- Research potential new audiences for major donors and corporates, along with new event opportunities
- Act as internal lead for events

Financial management

- Work alongside the Partnerships Manager to develop and manage annual and project budgets
- Produce regular reports on income and expenditure attributed to events and other major donor and corporate income and expenditure as requested
- Ensure all income and expenditure is coded quickly and correctly and financial procedures are adhered to

General

- Act as a representative of the charity when required and to communicate the work of Build Africa
- Keep up to date with industry developments and network with peers to share experience
- Travel within the UK (and occasionally overseas) as required
- To undertake any other reasonable activities to support the work of Build Africa

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Person specification:

Essential

- Excellent interpersonal skills, with the ability to build strong and lasting working relationships
- Demonstrable experience of leading on the planning and execution of events for high net worth individuals and corporates
- Experience delivering projects within timescale and budget
- Working knowledge and experience of a fundraising database
- Experience working with third party suppliers and contractors, and negotiating on event contracts
- Excellent attention to detail and highly organised
- Computer literate, especially in Microsoft Word and Excel

Desirable

- Strong understanding of major donor and corporate fundraising
- Experience of major donor and corporate research
- Experience in delivery of special events such as gala dinners
- Good understanding of the General Data Protection Regulation (GDPR) and the Fundraising Code
- Previous experience with the Raiser's Edge database, and tt-mail/dotmailer email marketing platform