



## **Community Fundraiser (North / South of Northern Ireland)**

**Location:** This role operates predominantly in the field across the designated territory, with organisational bases located in Belfast and Newry. Hybrid with regular travel required.

**Reports to:** Head of Fundraising

**Remuneration Package:** £25,000–£35,000 (dependent on experience), People's Pension Contribution.

**Contract:** Permanent, Full-Time 37.5 hrs/week

### **About the USPCA**

The Ulster Society for the Prevention of Cruelty to Animals (USPCA) is Northern Ireland's leading animal welfare charity. For over 180 years, we have worked to protect animals, prevent cruelty, relieve suffering, and promote kindness across our communities.

Our fundraising work ensures that we can continue to deliver essential rescue, rehabilitation, education, and prevention services. As part of our growing fundraising team, you'll play a vital role in engaging supporters and communities across your region.

### **Role Purpose**

Reporting to the Head of Fundraising the Community Fundraiser (North/South) will be responsible for developing and delivering coordinated regional and local fundraising activities to grow income and awareness for the USPCA. You will build strong relationships with supporters, volunteers, schools, businesses, and community groups, inspiring them to raise funds and champion animal welfare.

This is a hands-on, relationship-driven role suited to an enthusiastic and creative fundraiser who enjoys engaging people and making things happen locally.

### **Key Responsibilities**

#### **Community Engagement & Fundraising Delivery**

- Contribute to and deliver an annual plan of community fundraising activity in your region.
- Recruit, support, and motivate volunteers, local groups, and fundraisers.

- Develop, enable and support a network of USPCA fundraising community support groups within your designated area and local communities.
- Facilitate training for your network of fundraising volunteers to ensure they are compliant with fundraising standards and organisational policies.
- Represent the USPCA at community events, cheque presentations, and local engagements.
- Develop partnerships with schools, small businesses, and local organisations.
- Deliver challenge events, campaigns, and regional fundraising initiatives.
- Proactively time manages and self to respond to fundraising opportunities which may be outside normal working hours and weekends.
- Required to participate in an on-call rota and act up in the absence of the Head of Fundraising.

### **Income Management & Reporting**

- Deliver against an agreed fundraising budget and financial targets, ensuring growth in community fundraising income.
- Monitor and report on performance, providing accurate income forecasts and progress updates.
- Ensure all financial transactions, Gift Aid, and acknowledgements are processed accurately and on time.
- Maintain meticulous records using the USPCA CRM system to support compliance and analysis.
- Contribute to the development of annual budgets and business plans within the fundraising directorate.

### **Income Growth & Relationship Management**

- Build and maintain positive relationships with supporters, ensuring excellent stewardship.
- Identify opportunities for new community income streams and regional partnerships.
- Work collaboratively with colleagues in marketing, communications, and corporate fundraising.

- Ensure fundraising activities deliver return on investment and align with brand standards.

### **Compliance & Reporting**

- Ensure all activity complies with the Fundraising Regulator's Code of Practice, GDPR, and charity law.
- Uphold the highest standards of professionalism, transparency, and ethical fundraising.
- Ensure all company policies and procedures are followed.
- Undertake regular performance reviews with the Head of Fundraising identifying and developmental and training needs.

### **Person Specification**

#### **Qualifications**

- Degree or equivalent professional qualification.
- Evidence of continuous professional development.

#### **Essential**

- Minimum 3 years' experience in community, events, or volunteer fundraising.
- Proven success in achieving fundraising targets.
- Excellent communication and relationship-building skills.
- Strong organisational and time management abilities.
- Ability to motivate supporters and work independently.
- Full driving licence and access to a car.
- Competent use of Microsoft packages and CRM systems.

#### **Desirable**

- Experience of regional fundraising in a charity setting.
- Knowledge of the Northern Ireland fundraising landscape.
- Passion for animal welfare.

#### **Other Requirements**

- Flexibility to work evenings and weekends for events and community activities.

- Commitment to the USPCA's mission and values.