



Diabetes Research &
Wellness Foundation

Community Engagement Fundraiser

Recruitment Pack



Welcome

from our Head of Community Fundraising



Thank you for your interest in the 'Community Engagement Fundraiser - South' position at Diabetes Research & Wellness Foundation (DRWF). This is a unique opportunity as it's the first time DRWF will recruit for this role, making it an exciting moment for the charity. I'm delighted that you're thinking about applying!

With our sights firmly looking to the future following the development of a new multi year Community Fundraising strategy, our role in supporting the vision for growth, patient impact and delivery services has never been more important.

At DRWF we support people with diabetes, through the provision of information and guidance, while the researchers we fund continue to work towards finding a cure.

We are seeking an enthusiastic and proactive self-starter to join our Fundraising Team as the 'Community Engagement Fundraiser - South'. In this role, you will be responsible for building strong relationships, growing our community presence on the ground, generating new fundraising leads, whilst stewarding current fundraisers through their DRWF fundraising journey. Collaboration with me will be essential as we develop strategies for our future.

The post holder will require experience and a good knowledge of community fundraising. The ability to deliver against a regional income target with energy and enthusiasm that will inspire supporters to go the extra mile with their fundraising efforts for DRWF.

You will be target driven, proactive, a determined self-starter and thrive on working with a range of fundraisers, encouraging them to choose DRWF as their preferred charity.

We are embarking on an exciting new adventure, and if you believe you possess the passion, experience, and skills then we are looking for you to take up to the next level...

Look forward to hearing from you.
Tim Green



About Us

Who we are

We aim to **support** people with diabetes, through the provision of information and guidance, while the researchers we fund continue to work towards finding a cure.

We undertake national **awareness campaigns** to ensure the public are aware of all types of diabetes, risk factors, symptoms and potential complications.

We **provide resources** to people living with diabetes to support better self management. We also serve diabetes and related healthcare professionals in support of their patients through the provision of educational events and advisory literature.

We seek to achieve these goals by:

- The funding of scientific and clinical research studies
- The promotion of screening, wellness and other health related programmes
- The operation of a membership Diabetes Wellness Network encouraging the sharing of knowledge and the provision of professional advice
- The organisation of events focused on the provision of practical advice and information
- The dissemination of information on diabetes for the purpose of informing the general public on the symptoms, causes and effects of diabetes
- The provision of advisory literature to diabetes clinics for distribution to patients
- The establishment of community out-reach programmes



Our History

DRWF was established in the USA in 1993 by two people with a very personal connection with type 1 diabetes. Having two children diagnosed with the condition made for a commitment and dedication to the cause from Mike Gretschel and his business partner, John Alahouzos, that has never wavered and remains true to its original desire - to find a cure for diabetes.

In 1998, DRWF was incorporated and registered as a charity in the UK and has since become a recognised provider of awareness, educational support programmes and leading funder of diabetes research in the UK and around the world.

We proudly work with our sister organisations in the US, France, Sweden, Norway and Finland under the umbrella of the International Diabetes Wellness Network. Together we work on global awareness and educational campaigns and collaborate on international research funding projects.



We raise awareness

of all forms of diabetes so that people may take preventative actions and access support and guidance.



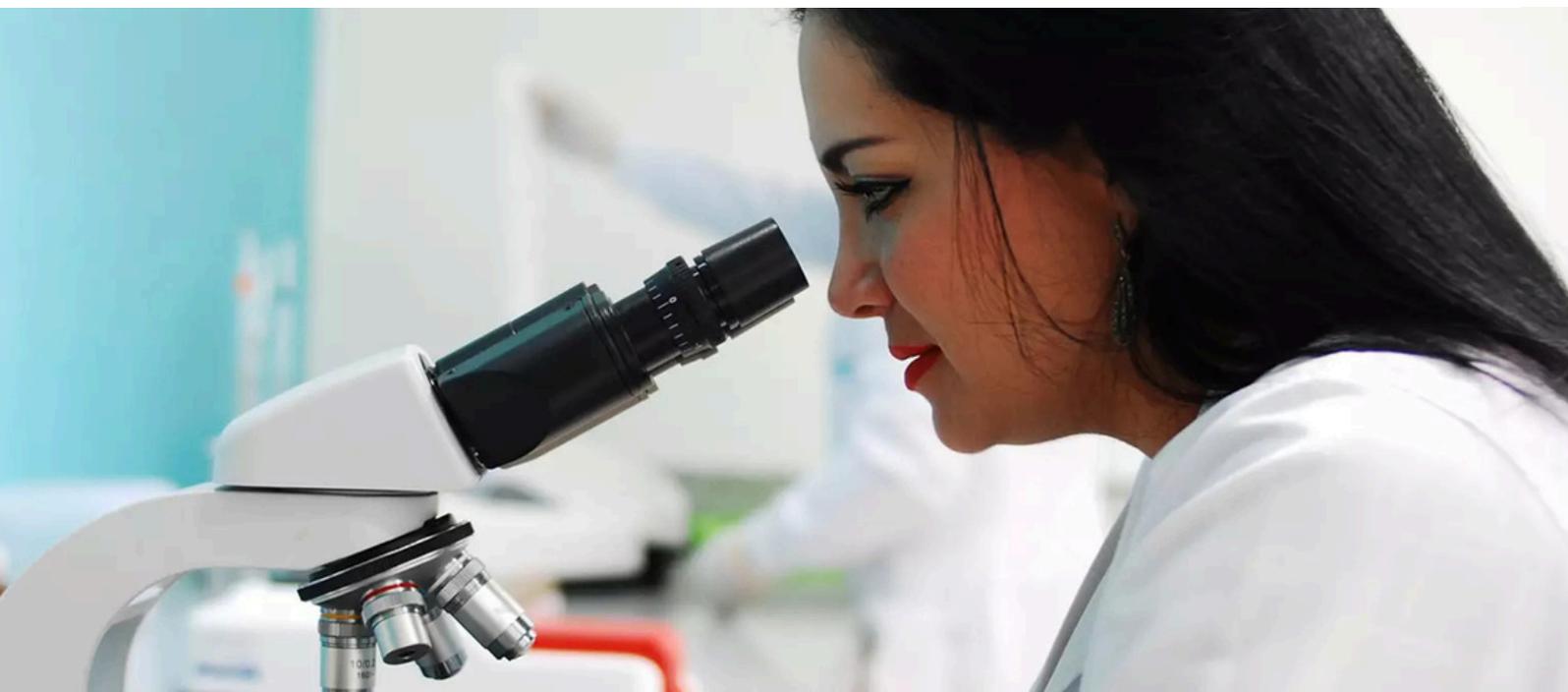
We provide support

with a pro-active approach to wellness and self-care, to reduce the risk of complications and enhance quality of life.



We are funding research

in the UK and around the world to better understand diabetes and ultimately to find a cure.



Job description

Job Title: Community Engagement Fundraiser - South.
Reports to: Head of Community Fundraising.
Direct Reports: No direct reports.

Role purpose

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The post holder will require experience and a good knowledge of community fundraising. The ability to deliver against a regional income target with energy and enthusiasm that will inspire supporters to go the extra mile with their fundraising efforts for DRWF.

You will be target driven, proactive, a determined self-starter and thrive on working with a range of fundraisers, encouraging them to choose DRWF as their preferred charity.





Key areas of responsibilities

To recruit, manage, develop and support an expanding network of supporters wishing to fundraise for Diabetes Research & Wellness Foundation (DRWF), in order to achieve agreed income and expenditure targets; whilst supporting other targeted deliverables for DRWF, such as Lottery, Regular Giving and Legacy Giving.

Supporters in this instance would be described as:

- *Individuals undertaking 'In aid of' Community activities.*
- *Individuals taking part in DRWF Core or Challenge Events.*
- *Individuals delivering specific volunteer roles (e.g. speakers, collection box co-ordinators).*
- *SME's*
- *Local corporate organisations with employee led fundraising initiatives.*
- *Schools, associations and clubs (i.e. Lions, Rotary, WI).*

Main Duties

- Contributing to and delivering against annual team budgets, targets and plans.
- The development of a regional annual operating (income / expenditure) plan.
- Recruit, manage and retain a team of fundraising volunteers to support fundraising activities.
- Proactively seek new fundraising leads within assigned geographical region.
- Proactively respond to regional requests for 'in aid of' materials, including the management and 1:1 stewardship of their event
- Be responsible for delivering income and expenditure targets; including reporting on progress to ensure contingency plans are created should income fall behind target.
- To manage day-to-day relationships with supporters ensuring all fundraising activity is cost effective and compliant.
- Work with our PR department to raise awareness and build strong regional case studies.
- To ensure that all supporters have a great experience whilst supporting DRWF.
- Undertake any other reasonable duties as required by the Head of Community Fundraising and Chief Executive.

Person Specification

- Excellent IT skills including using Excel, Word, Outlook and PowerPoint as well as experience of administering and maintaining dedicated supporter databases.
- Knowledge of fundraising regulations e.g. GDPR, Fundraising Code of Conduct.
- Ability to work effectively under pressure and manage conflicting priorities.
- Experience of working in community fundraising with a proven track record of at least 2 years' experience.
- Self-motivated and confident.
- Pro-active approach to work, use initiative and the confidence to make decisions.
- Excellent organisational skills with the ability to plan and manage a variety of projects.
- Excellent written and verbal communication skills.
- Excellent attention to detail.
- Ability to show empathy in sensitive situations.
- Strong team player.
- Adaptable and flexible approach.
- Good time keeping and punctuality.
- Willingness and desire to learn.
- A full UK driving license and access to own car.





Terms of appointment and how to apply

Reports to: Head of Community Fundraising

Salary: £27,000 - £30,000 *(depending on experience).*

Hours: 35 hours per week. *(Typically 9am - 5pm with reasonable additional hours across evening and weekends where event attendance is required).*

Contract: Permanent, Full Time. *(3 month probationary period).*

Place of work: DRWF, Langstone Park, Havant, PO9 1SA *(with regular travel across region).*

Region of Community Responsibility: Hampshire / I.O.W, Surrey, East/West Sussex and Dorset.

Benefits of working for DRWF:

- Salary, as per employment agreement.
- 25 Days Annual Holiday.
- 8 additional Public Holidays.
- TOIL for pre-agreed hours over 35 per week.
- Mobile phone & Company Laptop.
- FREE onsite parking.
- Business element of private car insurance reimbursed (if app).
- Standard Life Pension (following probationary period).
- Access to Employee Assistance Programme
- Reduced on site Gym Membership

How to apply:

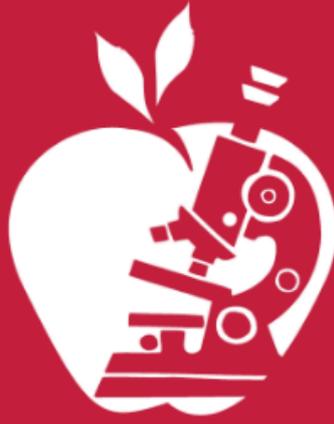
Please send the following to:

[Tim Green, Head of Community Fundraising - tim.green@drwf.org.uk.](mailto:tim.green@drwf.org.uk)

- Your CV (no more than three sides)
- A supporting statement (no more than two pages), explaining why you believe this position is a great fit for you and how your knowledge / experience align with the required criteria.

Closing Date: Friday 10th January 2025 (we will view applications throughout this period).

Interviews: W/C 20th January 2025.



Diabetes Research &
Wellness Foundation

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