	Role Profile
Job Title	**Community Fundraising Coordinator**

Salary range	Point 37
Contract	Permanent Contract
Main location	Sherwood House
Hours and basis	37.5 hours per week
Reports to	Fundraising Team Leader
Date of issue	October 2026

Why Portland Charity needs this role

Portland College is a vibrant national college for people with a wide range of disabilities and associated learning difficulties, based on a campus close to Mansfield with a number of campus sites in Nottinghamshire.
This varied role has two key areas of responsibility: developing and growing income and engagement from individual and community supporters, and building Portland Charity's profile and relationships within local communities.

What you will be doing

Individual Giving

- Develop, deliver and grow an effective individual giving programme.
- Develop innovative fundraising campaigns, appeals and opportunities.
- Develop approaches to acquire, engage, retain and steward individual donors.
- Maintain meaningful communication with supporters and identify opportunities to increase or renew their support.
- Work with colleagues to identify stories, case studies and impactful information
- Report on income and activity performance and areas for improvement.
- Ensure activity complies with relevant regulations and organisational policies.

Community Fundraising & Engagement

- Develop relationships with community groups, schools and businesses.
- Identify and attend community events, fairs, festivals and fundraising activities.
- Deliver engaging activities to increase awareness, support and involvement.
- Identify opportunities to recruit new supporters, volunteers and fundraisers.
- Develop community fundraising opportunities and support individuals and groups to organise their own fundraising.

Supporter Engagement & Events

- Deliver an excellent supporter experience and acknowledgement process.
- Organise supporter engagement activities and communications and capture feedback to improve our approach.
- Maintain accurate and up-to-date supporter records.
- Support the planning and delivery of fundraising events, campaigns and activities, including evening and weekend events.
- Support volunteers and community fundraisers and evaluate activity, measuring income, engagement and wider impact.

Wider Fundraising

- Contribute to the development and delivery of the overall fundraising strategy.
- Support the fundraising team with administrative support.
- Work collaboratively across the Fundraising Team and wider organisation.
- Keep up to date with good practice and industry regulations in fundraising.

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- Undertake other reasonable duties consistent with the purpose of the role.

Key results we want to see from this role

- Growth in income from individual giving and community fundraising as set in the agreed income targets (c£200k).
- Successful development and delivery of engaging fundraising campaigns.
- Strong acquisition, engagement, retention and stewardship of supporters.
- Increased network, profile and engagement within local communities.
- Excellent supporter experiences and effective stewardship.
- Successful representation of Portland Charity at community fundraising events.
- Accurate monitoring and reporting of fundraising and engagement activity.
- A target-focused approach to identifying and developing opportunities.

Dimensions of the role

- Develop and grow income from individual and community supporters.
- Build Portland Charity's profile and relationships within local communities.
- Maximise supporter engagement and fundraising opportunities.
- Contribute to the fundraising strategy and increase income and engagement.

Key work relationships

Internal: Fundraising Team Leader; Corporate Partnerships Co-ordinator; Trusts & Foundations Executive; Senior Marketing and Fundraising Manager; Communications/Marketing colleagues; service delivery and operational teams; volunteers and other colleagues as appropriate.
External: Individual donors and supporters; community groups and organisations; community fundraisers; volunteers; local networks and partners; members of the public; event organisers and other relevant stakeholders.

Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm, to promote British Values and to prevent the radicalisation of learners, citizens, customers, volunteers and staff.

Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check relevant to the role and overseas check where applicable. Provide proof of their right to work in the UK and comply with health screening to assess their mental and physical fitness to carry out their duties.

Other Duties & Responsibilities

- Such other duties as the management may from time to time reasonably require

The above role profile does not form part of your terms and conditions, is not all encompassing and is subject to regular review.

I have read and accept the duties and responsibilities outlined in this role profile.

Signature of post holder **Date**