



at the **heart** of our LGBT+ community

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Fundraising Manager.

Voluntary Position.

Responsible to: Coventry Pride Chair

Based: Coventry

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## Background

Coventry Pride is a two day LGBT+ festival based in Coventry, it attracted 15,000 visitors last year and is expected to do so again this year.

Coventry Pride will be having approximately 50-60 volunteers working from the 1st through to the 11<sup>th</sup> of June to successfully deliver the main Coventry Pride Event.

Coventry Pride also runs smaller events through the year usually with around 4 to 5 volunteers working at them.

In addition to this Coventry Pride has a pastoral services, Education and Outreach arm which runs several social groups, an LGBT+ refugee and asylum seeker group and several LGBT+ support groups.

Your role will be to lead the Community Fundraising efforts of Coventry Pride, working with the local LGBT+ community and venue to run fundraising events throughout the year as well as supporting community members to take part in fundraising activities.

## General Job Description:

- To create and manage a community fundraising strategy.
- To recruit & support fundraisers.
- To seek fundraising opportunities.
- To liaise Coventry Pride Trustees and other Event Organisers as required.

Fundraising Manager.  
Person Specification.

Attributes	Essential	Desirable	Assessed by
<b>Education</b>	GCSE grade C or equivalent English & Maths		CV
<b>Experience</b>	Experience of working or volunteering within a charity.	Experience of Coventry Pride events.	CV/Interview
	Experience of Fundraising within the charity sector	Experience of fundraising planning in the charity sector	
<b>Skills</b>	IT Literate (G-suite, Microsoft Office)		Interview/CV
	Good interpersonal skills		Interview
	Effective oral, telephone and communication skills		Interview
	Ability to work to deadlines		Interview
	Experience managing a team of volunteers		Interview
<b>Personal</b>	Commitment to, and understanding of, Equal Opportunities practice and diversity.	Commitment to social causes.	Interview
	Commitment to, and understanding of, the needs, concerns and roles of organisations run by and for LGBT+ communities.	Positive about the potential of volunteering and community action.	Interview.