



- Job Title:** Development Committee Coordinator
- Responsible to:** Chair of the Development Committee and Management Team
- Location:** Based at West Farleigh (including some work across Kent and the South East)
- Hours:** 30 to 37.5 hours a week (possibly to include some evenings and weekends)
4 weeks holiday plus bank holidays (pro rata where applicable)
- Salary:** £24,121 per annum (whole time equivalent)
- Contract:** Fixed Term – initially Eighteen Months but may be extended.

Background

Dandelion Time is a charity for school age children with significant emotional and behavioural difficulties usually resulting from abuse, or neglect. Children referred to the programme are often partially or permanently excluded from school or are school refusers. The programme is unique in that it engages children and also their parents and others important in their lives. Based in a rural village on the outskirts of Maidstone and close to areas of considerable deprivation, Dandelion Time has a strong ethos of working in harmony with the natural environment and uses land based craft activities, gardening and cooking as a setting for therapeutic sessions with participating children and families. Referrals are from Schools, PRU's, Social Services, and Child and Adolescent Mental Health Services.

Job Outline

The role is to support the Development Committee (a sub-committee of the Board) to drive and administer Dandelion Time's capital campaign tasked to raise £2million for the move to new premises.

Main Responsibilities

- to support the Development Committee to co-ordinate targeted approaches to potential donors, visits, meetings and potential donor events
- to use E-Tapestry to maintain accurate, up to date records on the progress and status of all potential donors, acknowledging and tracking donations
- to use E-Tapestry to provide financial reports on donations, progress and status reports on all potential donors

- to research potential new prospects (individual donors and trusts/foundations) and in liaison with members of the Development Committee, refine and prioritise potential new prospects
- to assist in the production of marketing and PR materials, including materials for the website and for social media activities
- To assist in the organisation and running of events for potential donors
- To act as Clerk to the Development Committee by preparing for and minute-taking at all meetings, recording actions etc

Skills, Experience and Attributes

Personal Specification	Required	Desirable
Excellent administrative, organisational and time management skills	✓	
Meticulous; high degree of accuracy and attention to detail	✓	
Ability to work both independently and as part of a large and diverse team	✓	
Experience of using a CRM database (Experience of E-Tapestry would be an advantage)	✓	
Excellent written and verbal communication and interpersonal skills	✓	
Strategic thinker experienced in fundraising campaigns		✓
Excellent IT skills; specifically Microsoft Office but additional software programs would be an advantage.	✓	
Enthusiastic and positive attitude; flexible, adaptable and resourceful	✓	

Other requirements of the post

Driver with a current valid driving license.

You will be required to have a current Enhanced DBS check for this role.