

PEOPLE IN HARMONY

Events Organiser and Fundraiser

Job Summary

To organise and develop existing events and carry out fund-raising activities, in accordance with PIH's strategic plans, in liaison with the management committee.

Job description

- Develop, set up and manage events to promote mixed race matters and to raise the profile of PIH and raise funds.
- Manage aspects of events on the day ensuring all volunteers are fully briefed. Monitor feedback
- Researching and identifying sources of funding, including charitable trusts and potential donors, preparing effective and compelling funding proposals.
- Establishing effective, regular communications with funders.
- Implementing and achieving targets set out in the PIH strategic plan.
- Recording all fund-raising activity on the PIH database.
- Training volunteers to assist in specific fund-raising activities.

Skills

- Good organisational and fund-raising ability, especially useful if within ethnic minority organisations
- Researching and making applications to charitable trusts.

Some knowledge or experience of the issues faced by mixed race people, couples and families is also an advantage.

People in Harmony

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