

RUTH STRAUSS FOUNDATION

JOB DESCRIPTION

Job Title: Events & Community Manager

Salary: Commensurate with experience

Responsible to: Head of Fundraising, Ruth Strauss Foundation

Accountable to: Board of the Ruth Strauss Foundation

Hours per week: Five days per week (fixed term maternity cover contract)

Location: Home based to begin with, then office based (Lord’s Cricket Ground NW8) when the ground re-opens subject to Covid-19. Will require some travel to meet supporters and partners and attend events.

Ruth Strauss Foundation

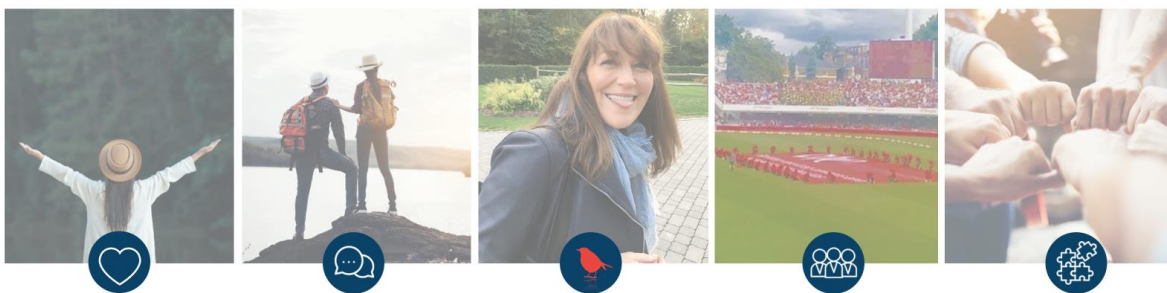
Early 2018, Ruth Strauss, wife of Sir Andrew Strauss the former England cricket captain, was diagnosed with an incurable lung cancer that affects non-smokers. Ruth died on December 29th 2018; she was 46 years old and mother to two children, then aged 10 and 13.

In her memory, Sir Andrew has launched The Ruth Strauss Foundation to:

- Provide professional emotional support for families when a child is facing the death of a parent.
- Facilitate collaboration and influence research in the fight against non-smoking lung cancers.

Job Purpose

OUR SPIRIT *We Are* 



Compassionate

With dedication & understanding we strive to improve the lives of those affected by cancer.

Pioneering

We are unafraid to think and respond differently. Our aspiration is to pioneer change.


Spirited

We carry Ruth's spirit in delivering our mission: with determination, grace & laughter.

Professional

We take pride in our approach; it's the little extras that make the difference.

Family First

Without compromise, family is at our heart - together we can make a difference. 

We are recruiting for a fixed term Events & Community Manager to join our Fundraising team **as maternity leave cover**.

The core purpose of this role is to support the Head of Fundraising to deliver the core range of events that the Foundation offers to its supporters. This role will play a key part in delivering our flagship fundraising event at Lord's, and deliver a series of other events including Dinners, Golf Days, Challenge Events, as some examples. The role will also develop the Foundation's engagement with different communities and be instrumental in building campaigns and events to engage communities, including schools, in fundraising and the Foundation's mission.

Part of a small team, you will develop key relationships within the RSF network of supporters, suppliers and delivery partners and manage a portfolio of events and activities for a range of supporter groups.

Key Relationships

- Head of Fundraising of the Ruth Strauss Foundation
- Executive Team of the Ruth Strauss Foundation
- Board and Events Delivery Group of the Ruth Strauss Foundation
- Delivery Partners of the Ruth Strauss Foundation

Role Profile and Key Responsibilities

Develop and deliver the Foundations core events strategy and community fundraising activities and campaigns.

- Develop and implement a varied portfolio of events and community fundraising activities to meet agreed objectives, all of which reflect the spirit of the Ruth Strauss Foundation.
- Ensure, with the wider Fundraising team, we meaningfully engage different communities with RSF.
- Maximise planned income from RSF portfolio of events and community fundraising initiatives.
- Ensure relevant processes and policies are in place to deliver a successful, profitable events programme.
- Oversee the management of fundraising systems, processes, and platforms in order to create the best possible experience for donors and participants.

To achieve these objectives the post holder will be expected to:

- Plan, budget, attend and coordinate an annual Events and community fundraising calendar with set objectives, budgets and KPIs for each activity.
- Regularly review the performance of RSF events and fundraising campaigns, make recommendations for improvement, and support decision-making regarding fit of new opportunities for the foundation.
- Liaise with senior stakeholders to assess and agree the timing, agenda, scope, and format of events.
- Set up and manage working groups and meetings including setting agendas, taking notes and actions.
- Alongside the team, co-ordinate event logistics including but not limited to sales, bookings and liaison with supporters and suppliers, material production, promotion, set up, and delivery.
- Oversee relationship with key providers of event fundraising mechanisms such as online donation platforms, auction platforms and text to donate services.
- Support the Partnerships Manager to engage partners with events and fundraising activities, including fulfilling contractual activation rights and identifying new opportunities for enhanced engagement.
- To coordinate and manage accurate invitation and guest lists and produce guest profiles, where relevant.
- Work with colleagues to ensure all events are adequately supported with staff, volunteers and hosts, and that all stakeholders receive appropriate training/ briefing and post event debriefs.

- Work with the Head of MarComms and Digital to produce engaging materials and information for event and community supporters including fundraising schools and volunteers.
- Assist with all fundraising aspects of RSF events including sourcing, recording and storing auction prizes and working with the Supporter Care Executive to manage auction fulfilment.
- Oversee the use of the CRM system to ensure data is recorded in compliance to Data Protection and GDPR. This includes the management of the relationship with Two Circles ensuring all RSF Executive Team have relevant training, and relevant system development is undertaken.

What we are looking for:

In addition to someone who can embody the spirit of the RSF, you should also have the following skills and experience:

- Exceptional events management and project management experience; managing a range of events and budgets in size, profile and scale.
- Excellent organisational and administrative skills including budget and project management.
- Experience of designing and running Community fundraising campaigns and activities.
- Ability to build excellent relationships especially with supporters, partners, ambassadors and suppliers.
- Strong team player and project leadership, ensuring clear and regular communication with the RSF team and stakeholders as appropriate.
- Ability to keep calm under pressure and maintain a clear head, anticipating risks and problems.
- Ability to think on feet to anticipate and solve problems and ensure events comply with any health and safety requirements.
- A willingness to adapt and be flexible. There are often new projects, changing priorities, and new processes that you will need to embrace.
- Ability to undertake travel, including overnight stays where necessary.
- Competent user of Word, Excel, PowerPoint, and experience of CRM systems.

Desirable

- Experience delivering charity or mass participation community events or activities.
- Competent user of client / supporter databases

How to apply:

We are committed to being an inclusive workforce that fully represents many different cultures, backgrounds and viewpoints. We welcome applications that help us in our mission to be a place where you can be yourself and thrive.

Please send your CV and covering letter to Rosie Ranganathan by 19th April 2021.

rosie.ranganathan@ruthstraussfoundation.com

Our intention is to interview shortlisted applicants via zoom week commencing 19th April with a view to appoint the successful applicant by April 2021, subject to availability.

If you have any queries on this role, please contact Rosie Ranganathan

rosie.ranganathan@ruthstraussfoundation.com

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