



Fundraising Executive

An exciting, new opportunity has arisen in the Sussex Cricket Foundation (SCF). We are looking for a proactive, inclusive, and collaborative person to continue to raise the profile of the SCF.

The successful candidate will be responsible for managing our fundraising portfolio, supporting the creation of a fundraising strategy, and managing our calendar of fundraising events in line with agreed financial targets.

It is an exciting time to join SCF with the launch (in 2021) of two five-year Urban Cricket Plans in Brighton and Hove and Greater Crawley, with the aim of increasing participation, providing more opportunities to play the game and to support the improvement in provision of facilities in two key areas of our county.

The success and reputation of the Foundation continues to grow both locally and nationally. This has led to Corporate Partners of the County Club and other local organisations wanting to support Foundation initiatives. Major partners such as 1st Central, Webtrends Optimize and Sutton Winson all have multi-year agreements with the Foundation, which supports projects such as League Cricket, Disability Cricket, and support to our club network. We want to continue engaging with local organisations to help support us with our objectives of growing the game and making the game of cricket accessible to people from all walks of life and diverse backgrounds.

To view the latest Sussex Cricket Foundation Impact Report, click here -

https://sussexcricket.co.uk/sites/default/files/file-downloads/64080_sccc_2022_impact_report_v5-web.pdf

Sussex Cricket Values

Selflessness **H**onesty **A**ccessibility **R**espect **E**njoyment **D**rive

Equal Opportunities

Sussex Cricket is committed to improving the diversity of its workforce. We welcome applicants from all walks of life and backgrounds who can bring diversity of thought, skills and experience to the Club.

Sussex Cricket is committed to ensuring that all applicants do not receive less favourable treatment or are discriminated against, on the grounds of their age; disability; gender; marriage and civil partnership; pregnancy or maternity; race; religion or belief; sex or sexual orientation.

Safeguarding

Sussex Cricket is committed to safeguarding- protecting children, young people and vulnerable adults. As such, posts will be subject to a process of vetting with the need for up-to-date DBS checks (if applicable) and the seeking of two work references that are satisfactory to Sussex Cricket.

To apply for this role, please send a CV and cover letter outlining your suitability (skills, knowledge and experience) for this role to: foundation@sussexcricket.co.uk

Closing date: **Tuesday 25 April at 5pm**

No agencies thank you



Job Title:	Fundraising Executive
Reports to:	Business Manager
Contract:	Permanent, full time with the requirement to work some evenings and weekends
Remuneration:	Competitive salary plus 25 days' annual leave

Role Purpose

The role of the Fundraising Executive is to maximise income (as per the agreed financial target) for the Sussex Cricket Foundation (SCF) through fundraising events and to deliver wider organisational stakeholder events to raise the profile of the SCF.

Key Responsibilities

- Agree an annual fundraising and events strategy for SCF, in collaboration with the Sussex Cricket Foundation Fundraising Committee and Community Cricket Director.
- To assist with the coordination of SCF Patrons Scheme. Including, organising the annual Patrons dinner and regular communication with Patrons during the season (hosting Boardroom lunches).
- Project management of all fundraising activities for the SCF. This will include specific fundraising events, such as the Workplace B'Ashes.
- Project manage the 'Where Cricket Meets' lunch, the main annual fundraising event for SCF.
- Develop and maintain long-lasting positive relationships with event attendees, including senior corporate contacts and individual supporters, building a loyal supporter base.
- Nurture existing relationships with community partners such as 1st Central, Webtrends Optimize, to encourage their support for SCF beyond the scope of their agreements.
- Proactively look to develop new relationships (in conjunction with the Commercial department) with associated fundraising partners, to broaden the reach and impact of the work of SCF and promote the wider club to the local community.
- Proactively sell SCF events, maximising income through ticket/table sales, auction and raffle income in addition to seeking additional opportunities to boost fundraising.
- Promote the work of the SCF at fundraising events, through associated media and literature.
- Input into the creation of the annual SCF Impact Report, ensuring it is shared with new and existing supporters.



General

- To carry out tasks in a timely, accurate and high-quality manner.
- Maintain close working relationships with all Sussex Cricket staff and uphold the Organisation's shared values.
- Attend events, presentations and meetings which may involve some out-of-hours work, including evenings, weekends, and bank holidays. i.e., Match day activations and SCF events.
- Any other reasonable additional and related duties as requested by line manager.

Experience

- Experience in a similar role, either paid or voluntary
- Successful track record of event management
- Collaborative approach
- Proven track record of successfully meeting fundraising targets
- Strong planning and organisational skills
- Ability to respond to tight deadlines
- Inclusive style of working
- Strong communicator who works well in a team
- Ability to learn quickly and a 'can do' attitude
- Good Computer literacy, including MS Office
- Excellent time management skills
- Ability to use own initiative
- Accuracy and attention to detail
- Some flexibility around working hours will be required including evenings and weekends

Qualifications and skills

- Valid DBS Certificate
- Full and valid UK driving licence, to include. Insurance must cover 'Business' use.