



KPS – Kendrick Parents' Society

Promotions & Donations Officer

Job Description & Person Specification

KPS Promotions & Donations Officer

The role of KPS Promotions & Donations officer is to help with the fundraising through corporate donations and by promoting the KPS initiatives with the businesses in the local area of residence or work.

The key aspect of the Promotions & Donations officer is to be able to engage with members of the public and explain the needs of the KPS initiatives. The art of being coercive without being pushy and understanding the dynamics of the general public are the qualities we are looking for in you as a fundraiser.

Fantastic Communication skills with an aptitude to know when a no means no is a must. You will be fundraising by approaching people via in store platforms and door to door within your local area too.

Key Responsibilities:

The post-holder will

1. Identify prospective community partners, including corporates, community groups and associations, small businesses, clubs, supermarkets, public houses, solicitors and petrol-filling stations, retailers, real estate & letting owners
2. Make appropriate initial and regular contact, as well as develop relationships with prospective businesses/establishments that will result in fundraising income for KPS
3. Engage with and realise income from local business to sponsor KPS events
4. Identify ways of promoting KPS initiatives
5. Develop and raise income from new community relationships
6. Re-engage with and realise income from those community supporters who had donated or helped in previous years.
7. Communicate effectively in writing, on the telephone and face-to-face with existing, lapsed and prospective community relationships
8. Maintain accurate and up-to-date records on relationships and results with prospective, lapsed and existing supporters
9. Have a good understanding of community relations and development and the need for accurate and consistent information.
10. Help in meeting annual KPS income targets and expectations

Person Specification:

- Understanding and supportive of the ethos of the Kendrick School.
- Good communication skills - written, in person and on the phone.
- Understanding and sympathy with the importance of good relations within the wider Community.
- Networking & building good relationships
- Ability to use social media in a sensible way
- Ability to handle sensitive or confidential information.
- An enthusiastic team player with good interpersonal skills
- A friendly, professional and 'can do' approach.
- Proactive approach
- Flexibility



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This role is perfect for someone who is passionate about fundraising. Joining a fundraising team (ideally 6), you will work closely with the KPS Committee & School SLT and share ideas with the other fundraisers in the team who are based in and around Reading.

The post holder must read the **Health & Safety Policy** and **Safeguarding Policy of the school** before coming into contact with students and or organising events. These can be found on the school website. If anyone has a safeguarding concern about a student, they must report it to the **Designated Safeguarding Officers, Ms Kattirtzi or Mr Simmonds**. Post-holders must also be aware of the use of personal information according to the **GDPR regulations**.

The list of responsibilities outlined above is not intended to be exhaustive and the post-holder may be required to undertake other, reasonable tasks when necessary.

I have read and understood my responsibilities

Signed

Dated