



**Fundraising Events  
Executive (part-  
time/maternity cover):**

**Job Description**



**PETER JONES  
FOUNDATION**



## THE ROLE

<b>Title</b>
<b>Fundraising Events Executive (3 days a week/maternity cover)</b>
<b>Purpose of the Role</b>
The Fundraising Events Executive will lead on the Peter Jones Foundation’s fundraising events. It is a revenue generating role and, as such, a key responsibility will be to ensure fundraising events meet targets for net income. Key will be sourcing excellent prizes for our live and silent auctions and securing ticket and team sales. The Fundraising Events Executive will need to ensure events are delivered in a cost-effective way and that the Foundation maximises the potential for generating donations at every event. This role will report into the Head of Partnerships and also support the partnerships and fundraising function with the delivery of cultivation events to engage prospective partners.
<b>Key Responsibilities</b>
<ul style="list-style-type: none"><li>• Sourcing prizes for fundraising events</li><li>• Being principal point of contact for fundraising events and handling all communications with stakeholders including suppliers and venue</li><li>• With support from Head of Partnerships, ensuring fundraising events are well-attended by potential partners and/or donors, with a focus on High-Net-Worth individuals (HNWIs)</li><li>• Support Head of Partnerships with running cultivation events for stakeholders and prospective partners</li><li>• Support with nurturing and staying connected to a community of PJF supporters including HNWIs who attend fundraising events and programme sponsors</li><li>• Support with general Foundation admin</li></ul>
<b>Key Behaviours</b>
<ul style="list-style-type: none"><li>• Bright, self-motivated and driven</li><li>• Resilient</li><li>• A good “hustler” – tenacious and able to find and secure prize opportunities</li><li>• Loves networking opportunities and getting people on board</li><li>• Able to work autonomously</li><li>• Creative and full of ideas</li><li>• Passionate about supporting young people and the importance of enterprise education</li><li>• High sense of personal responsibility</li><li>• Analytical and inquisitive, with excellent attention to detail</li><li>• Reliable, flexible and cooperative</li><li>• Professional</li><li>• Able and willing to work outside normal office hours when necessary</li><li>• Personable and approachable, with an enthusiastic and motivational nature</li></ul>
<b>Reporting to</b>
Head of Partnerships
<b>Location &amp; Hours</b>
3 days a week (with flexibility to work 4 days on occasion in run-up to key events), 9-5.30pm (with flexibility to start/finish 2 hours later/earlier)
Based from our London (nr Baron’s Court) until mid-November, when we will be relocating to Finsbury Park. Occasional travel and option to work from home where practical.
<b>Salary</b>
£35,000 (prorated)



## RECRUITMENT PROCESS

To apply in confidence to become the Fundraising Events Executive at the Peter Jones Foundation please forward your CV, with a supporting cover letter that ensures your application fully addresses the requirements for the role, in no more than two pages.

You should give the names, positions, organisations and telephone contact numbers of two referees, relevant to this role.

References will only be taken once your express permission has been granted. We would also be grateful if you could let us know if you will require any special provision as a result of a disability should you be called for interview.

Finally, please ensure that you have included relevant telephone numbers for us to contact you on, as well as any dates when you will not be available for an interview.

Applications should be submitted via email to the below address no later than midnight on Friday 28<sup>th</sup> October 2022. Applications will be reviewed as they come in and we may conduct interviews before the end of the recruitment period. However, we expect to follow the timetable outlined below:

Friday 28 <sup>th</sup> October 2022	Closing date for applications
By 11 <sup>th</sup> November	Interviews

Please submit your application to: [careers@pjfoundation.org](mailto:careers@pjfoundation.org) with the subject title '[Your Name], Fundraising Events Exec Application'.

We are keen for the successful applicant to start as soon as possible but, even for candidates who are unable to start until the new year, we will require a minimum of 2 transition days in December (which will be paid) in order for the candidate to spend some time with the current events lead who plans to go on maternity leave from mid-December.

Information on other job opportunities at the Foundation can be found at: [www.peterjonesfoundation.org/about-us/careers](http://www.peterjonesfoundation.org/about-us/careers).

