**Impact & Fundraising Coordinator**

Accountable to: *Football and Sports Development Manager*

Department: *Football and Sports Development*

Level of Criminal Record Check Required: *Enhanced*

Hours: *40 hours per week, typically Monday-Friday however some weekend & evening work may be required from time to time.*

Salary: *£18,000-£22,000 per annum*

Contract Type: *Full-Time (Permanent)*

Location: *The People’s Pension Stadium, Winfield Way, Crawley, RH11 9RX*

*Crawley Town Community Foundation use the power of sport and football to engage, inspire and empower people. Working with participants and the community, together with local, regional and national partners, we aim to positively change lives and support people in health & wellbeing, sports participation, equalities and inclusion, education, enterprise, employment and skills, regeneration and community safety.*

**What is the role?**

We have an exciting vacancy for a driven, hardworking, passionate individual to come on board and join our team at Crawley Town Community Foundation. This role will focus on the monitoring the impact of programmes delivered by the Football & Sports Development department.

The individual will be comfortable working across departments to lead the way in collating and analysing data. The role will involve day-to-day data entry and liaison with club staff. In addition, the individual will be responsible for implementing a fundraising strategy to increase the income streams of the charitable organisation. The individual will be tasked with writing and coordinating fundraising proposals and developing new and innovative fundraising streams.

**What are we looking for?**

The right candidate will be determined, analytical and capable of working using his or her own initiative. Ideally, this candidate will have previous experience of data analysis and bid writing. This person will need to have excellent communication skills to liaise with staff; parents; teachers and players in a professional and polite manner. This is a role for a person who is highly skilled, motivated and extremely passionate about the work of Crawley Town Community Foundation. We are looking for an individual who

shares our Foundation values: Integrity; Accountability; Ethics; Innovation; Respect & Inclusion.

*The competencies that are required are:*

**Qualifications & Experience**

* Experience of working in data analytics and impact reporting, and fundraising
* Educated to a degree-level or equivalent (or alternatively, has relevant job-specific experience)
* Willingness to complete an enhanced DBS Check
* Driving Licence

**What do you get in return?**

*If you are successful, you can look forward to a healthy benefits package:*

- Based at a professional football club

- Working in an environment with strong core values

- Learning and development opportunities

- Work within an experienced, highly skilled, motivated workforce.

- 2x Free Tickets to Crawley Town home league matches