



<b>JOB TITLE</b>	<b>Community Fundraising Coordinator</b>
<b>REPORTS TO</b>	<b>Fundraising and Marketing Manager</b>
<b>LOCATION</b>	<b>Home based (with some travel to events)</b>
<b>HOURS</b>	<b>25 hours over 4-5 days</b>
<b>SALARY</b>	<b>£24,784.50 FTE</b>



**Down Syndrome UK**



Down Syndrome UK is a parent-led organisation that provides families with genuine support and honest information from diagnosis onwards. What sets us apart is our comprehensive training and resources for both parents and professionals, expertly crafted by those with lived experience of Down syndrome. We work to ensure children with Down syndrome have the best developmental opportunities by equipping the people who support them - from families to educators and healthcare professionals - with evidence-based knowledge and practical strategies, enabling every child to flourish and reach their full potential.

We're looking for a friendly, organised, and creative Community Fundraising Coordinator to join our small team. This is a varied and rewarding role that helps bring our community together while raising vital funds to support more families and children across the UK.

You'll be the main point of contact for our amazing fundraisers — supporting them from their first enquiry to celebrating their success. You'll plan, organise and coordinate community fundraising campaigns and events, help develop resources and fundraising materials, and play a key role in building lasting relationships with our fundraising supporters.

**To apply for this role, please email your CV and cover letter to: [natasha@downsyndromeuk.co.uk](mailto:natasha@downsyndromeuk.co.uk) by midday Monday 11th May.**

### Essential:

- Experience in community or events fundraising, supporter engagement, or a similar customer-facing role.
- Excellent communication and relationship-building skills — friendly, confident, and supportive.
- Strong organisational skills with the ability to manage multiple projects and deadlines
- Good written communication and attention to detail.
- Confident using digital tools such as Microsoft Office, CRM systems, and social media platforms.
- Passion for inclusion and supporting families of children with Down syndrome

### Desired Attributes:

- Experience managing small fundraising events or community campaigns
- Knowledge of JustGiving or similar online fundraising platforms
- Understanding of charity communications, supporter journeys, or stewardship best practice

### Responsibilities:

- Manage the fundraising inbox, responding to enquiries and supporting individual fundraisers and community supporters.
- Develop fundraising resources and materials to support campaigns and initiatives.
- Support existing fundraisers with guidance, encouragement, and resources to help them reach their goals.
- Plan, organise, and deliver engaging fundraising and community events that raise income and bring our community together.
- Recruit and onboard new fundraisers through the website, social media, and email campaigns.
- Keep the fundraising sections of the website up to date and engaging.
- Deliver excellent supporter stewardship, including thanking fundraisers and maintaining regular communications.
- Maintain accurate fundraiser records and communications in the supporter database.
- Gather case studies, photos, quotes, and testimonials from fundraisers for publicity and marketing.
- Work with the fundraising team to develop strategies to grow fundraiser recruitment and retention.
- Manage the fundraising calendar, promoting external events (such as Tough Mudder) and coordinating DSUK-led campaigns (such as the Big PADS Push).
- Develop and support regional volunteers involved in fundraising events and activities.
- Manage time effectively to prioritise tasks and meet deadlines.
- Provide administrative support for fundraising events and initiatives as needed.