

## Events & Partnerships Executive

### Job Description

Hours of work:	21 hours per week
Place of work:	Royal Oak House, Bristol and other locations as requested
Reporting to:	Chief Executive

#### Job purpose

- To create and run engagement events that support our existing donors and inspire more philanthropy
- To establish and maintain partnerships with key private client advisers
- To help implement our new strategy for legacy giving.

#### Main tasks

- To support Quartet's Strategy and our Engagement plan by planning and delivering existing and new events from private dinners to community consultations and our open events which often attract over 150 attendees
- Write great copy for on and offline promotion of the events you create in order to generate good attendance
- Set up and run campaigns using our Salesforce CRM and ensure all data is held and processed to high standards
- To help design and deliver a new approach to private client partnerships as well as maintaining and developing the existing portfolio of partnership relationships
- To support the CEO in developing and implementing our new strategy for inspiring people to leave gifts in their Wills to Quartet
- To support other members of the Quartet team with their events
- To ensure that all financial and non-financial targets are achieved
- To work closely with the Marketing & Communications Executive in promoting Quartet to a wide variety of audiences
- Act as an ambassador for Quartet, representing us at external events, including various networking events and undertake public speaking. (Don't worry if public speaking is new to you – we'll give you training to develop your skills and build your confidence.)

#### Other

- To work within Quartet Community Foundation's policy and procedures
- Adhere to all relevant regulations and guidance including those for fundraising and charity governance

- To contribute to the efficient running of the office by ensuring that phones are answered promptly and professionally, correspondence is dealt with promptly and our small, busy office is kept tidy
- To support colleagues with other tasks as required
- To carry out such duties, in consultation with the Chief Executive, as are consistent with the responsibilities of this post.

## **Person specification**

### Essential

- Strong commitment to the values of the Community Foundation
- Ability to work with a range of donors and provide excellent customer service
- Enthusiasm for meeting new people, making connections and learning new things
- Proven event creation and management skills
- Engaging writing style and knowledge of techniques to generate good attendance at your events
- As our events are run at different times of day, you'll need to have some flexibility about the hours you can work
- Excellent interpersonal and communication skills, including willingness to speak on our behalf in public
- Excellent IT skills with experience of Microsoft Office and CRM systems
- Excellent organisation, administrative and data analysis skills
- Able to cope well under pressure
- Ability to work independently and take care of your own admin
- Willingness and flexibility to undertake occasional evening/weekend duties and travel outside of the area.

### Desirable

- Experience of working in a development, fundraising or sales environment
- Experience of working in the voluntary and community sector
- Experience of public speaking