

## Role Profile

<b>Position</b>	Community Fundraising Officer	<b>Team/Project/Program</b>	DWW UK
<b>Reporting Manager</b>	CEO	<b>Contract Type/Duration</b>	1 year [with option of renewal]
<b>Location</b>	Remote & Hybrid options at our Stockport office in Manchester, UK	<b>Working hours</b>	5 days a week, full time with weekend days dependent on events.

### About the Project and Role

The Community Fundraising Officer will be responsible for developing, supporting, and growing the community-based income for Doctors Worldwide (DWW). Working closely with local supporters, volunteers, groups, schools, and businesses, the postholder will build strong relationships, plan and implement community-based fundraising activities, deliver excellent supporter care, and help secure sustainable income to support the medical/healthcare work we do at Doctors Worldwide.

This role is suitable for someone who is both organised and hands-on, whilst also looking to move into a managerial role with a view to growing the fundraising department of DWW and their own role within the organisation.

### About Doctors Worldwide (DWW)

Doctors Worldwide is a specialist medical charity based in the UK with a mission to support and collaborate with local communities to build and sustain quality healthcare services in both development and emergency settings. Over the past 23 years since our launch in 2001, Doctors Worldwide has been delivering quality medical care and relief in 31 countries across the globe. To date, we have delivered over 135 healthcare projects across Asia, Africa and Central America, saving or changing over 4 million lives and counting.

At Doctors Worldwide, we believe that good health enables people and communities to define their own future. Without good health, a parent cannot take care of their family, nor can a child meet their full potential. As a result, communities miss out on a chance to grow and contribute to their collective wellbeing. Access to quality healthcare is not a privilege, it is a human right, and we work towards making that a reality, especially for the most vulnerable communities.

### Job Description & Key Responsibilities

#### ***Fundraising & Income Generation***

- Plan, deliver, and grow community fundraising activity across allocated regions.
- Identify new community fundraising opportunities, networks, and partnerships.
- Support individuals and groups undertaking their own events and challenges.
- Promote charity-led fundraising campaigns and seasonal appeals.

- Work towards agreed income targets while maintaining best practice and compliance.

#### ***Supporter Care & Relationship Building***

- Provide high-quality stewardship to supporters, including regular communication, fundraising materials, and guidance.
- Build long-lasting relationships with community groups, schools, small businesses, clubs, faith groups, and local organisations.
- Recruit, support, and motivate fundraising volunteers and ambassadors.

#### ***Event Delivery***

- Support the development and delivery of charity-led community events.
- Work with relevant people and external partners to ensure events are safe, fun, and financially viable.
- Attend community events, cheque presentations, and partner engagements as a charity representative.

#### ***Administration & Compliance***

- Maintain accurate records of supporter interactions and income using DWW internal CRM system on excel.
- Ensure fundraising activities comply with UK fundraising regulations and GDPR.
- Produce timely reports, projections, and post-event evaluations.

#### ***Marketing & Communications***

- Work with the communications team to promote community fundraising opportunities across social media, newsletters, website, and press.
- Develop fundraising materials and toolkits for community fundraisers.
- Act as a local ambassador for the charity at public events, talks, and engagement activities.

### **Person Specification**

<b>Community Fundraising Officer, Doctors Worldwide</b>	<b>Essential</b>	<b>Desirable</b>
<b>Character</b> <ul style="list-style-type: none"> <li>• Self-disciplined</li> <li>• Trustworthy</li> <li>• Proactive nature, self-driven</li> <li>• Professional and friendly attitude</li> <li>• Maintains confidentiality at all times</li> </ul>	X X X X X	
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience in running successful fundraising events/campaigns</li> <li>• Experience in organising a range of fundraising activities</li> <li>• Experience in organising, motivating and managing volunteers</li> <li>• Experience of the UK donor market</li> </ul>	X X X X	

<b>Skills</b> <ul style="list-style-type: none"><li>• Excellent interpersonal skills with ability to network and establish links and partnerships with all relevant stakeholders</li><li>• Ability to work creatively and proactively and use own initiative</li><li>• Strong organisational and time management with the ability to plan and prioritise a diverse workload</li><li>• High attention to details</li><li>• Excellent Information Technology skills</li><li>• Event organising experience</li></ul>		X	
<b>Knowledge</b> <ul style="list-style-type: none"><li>• Sound understanding of the UK donor market</li><li>• Understanding of various fundraising tools and technologies</li><li>• Understanding of project planning and implementation</li><li>• Understanding of safeguarding, risk management, and event planning</li></ul>		X	
<b>Commitment</b> <ul style="list-style-type: none"><li>• Willingness to travel around the UK and internationally</li><li>• Passionate and motivated about fundraising for charity</li><li>• Enthusiastic and flexible work ethic</li><li>• Adopt a holistic approach to their role within the organisation</li><li>• Understanding of global health and humanitarian contexts</li></ul>		X	
<b>Salary</b>	£28,000 – £32,000 FT equivalent		
<b>Application Instructions</b>			
To apply for this post, please email your CV and covering letter [3 pages maximum] demonstrating your suitability to the post to <a href="mailto:info@doctorsworldwide.org">info@doctorsworldwide.org</a> . Applications without a cover letter will not be considered.			
<b>Interview Dates</b>	Interviews will be carried out on a rolling basis. Doctors Worldwide reserves the right to close the job advert before the deadline if a suitable candidate is found. We recommend applying early to be considered.		
<b>Deadline for Applications</b>	4 January 2026, 2359 hours	<b>Starting Period</b>	January 2026

<b>Commitment to Safeguarding &amp; Equality</b>	
1. Doctors Worldwide is a participant in the <b>Steering Committee for Humanitarian Response Inter-Agency Misconduct Disclosure Scheme (MDS)</b> . The purpose of this scheme is for humanitarian organisations to share information during the recruitment process about people who have been found to have committed sexual harassment, sexual abuse or sexual	

exploitation during employment. We are required to inform you that upon successful completion of an interview a statement of conduct will be requested from your previous employers. Further Information about the scheme can be found here:

<https://www.schr.info/the-misconduct-disclosure-scheme>.

2. Please note that as part of Doctors Worldwide's safeguarding procedures, for some roles an enhanced Disclosure Barring Service (DBS) is required.
3. Doctors Worldwide is committed to equality and diversity in the workplace and we welcome and encourage applications from everyone regardless of gender, race, religion, marital status, disability, age, and sexual orientation.
4. Please note that your details will be kept confidential in line with data protection laws and stored for potential future job opportunities. You can contact us at [info@doctorsworldwide.org](mailto:info@doctorsworldwide.org) at any time to have your details removed.