



Job Title: Fundraising Events Manager

Location: Hybrid – Home based with regular travel to Over The Wall Camp, Ockbrook, Derbyshire, and occasional travel to meetings and events across the UK.

Salary: £18,600 per annum (£31,000 FTE).

Reports to: Head of Fundraising

Hours: 21 hours per week (3 days per week). Flexible working hours, with occasional evening and weekend work required to support fundraising events.

Main Purpose

Over The Wall Camp is seeking an experienced and enthusiastic Fundraising Events Manager to lead the planning and delivery of our growing portfolio of fundraising events.

This role will oversee a diverse programme of special events, challenge events and community fundraising activities, creating memorable experiences for supporters while maximising fundraising income. The successful candidate will work closely with colleagues across fundraising and communications to deliver exceptional supporter journeys and help grow our events programme and deliver fundraising targets.

Key Responsibilities

Special Events

- Lead the planning, coordination and delivery of flagship fundraising events, including gala dinners, VIP receptions and other high-value fundraising events.
- Manage all aspects of event delivery including venue liaison, suppliers, logistics, budgets and timelines – with support from colleagues across the team.
- Coordinate sponsorship opportunities, ticket sales, table sales and fundraising activities including auctions and raffles.
- Deliver exceptional stewardship for major donors, corporate supporters and VIP guests attending events.
- Evaluate event performance and identify opportunities for future growth.

Community & Site-Based Events

- Plan and deliver community fundraising events at Over The Wall Camp's Ockbrook site or at venues nearby, including:
 - Golf Days
 - Annual Family Fun Day
 - A flagship annual fundraising event (such as a sponsored walk culminating in the Family Fun Day.)
 - Identify gaps in the local area which could represent opportunities to OTWC and develop new event concepts that engage supporters and generate sustainable income.



Challenge Events

- Manage OTWC's places at third party events, liaising with event organisers to secure places, recommending local, national and international events to partner with to maximise participation and income.
- Manage participants taking part in challenge events across both Community and Corporate Fundraising.
- For events with large participation arrange for appropriate presence at the event
- Manage OTWC's involvement in our annual 'Climb the Capital' event, in October, alongside other charity teams.
- Deliver an excellent supporter experience from registration through to event completion.
- Coordinate participant communications.
- Arrange fundraising materials and event packs.
- Support participants with JustGiving pages and provide fundraising advice and encouragement to maximise income.
- Liaise with Comms to ensure fundraisers' achievements are celebrated on social media channels.

General

- Work collaboratively across the fundraising team to support wider fundraising objectives.
- Maintain accurate records using the charity's CRM and assist with data segmentation / GDPR compliance in the promotion of events.
- Monitor event budgets and report on income and expenditure.
- Ensure all events comply with relevant health and safety, safeguarding and data protection requirements, including DBS checks where events include children or young people at our site.
- Undertake other fundraising duties as reasonably required.

Person Specification

Essential

- Demonstrable experience in fundraising, event management or a similar role.
- Proven experience delivering fundraising events from planning through to evaluation.
- Experience managing multiple projects simultaneously.
- Excellent organisational and project management skills.
- Strong communication and relationship-building skills.
- Experience working with corporate partners, major donors or high-value supporters.
- Ability to work independently while contributing positively to a collaborative team.
- Competent with Microsoft Office and CRM databases.
- Willingness to travel and work occasional evenings and weekends.

Desirable

- Experience delivering gala dinners, auctions or high-profile fundraising events.
- Experience supporting challenge event participants.
- Knowledge of online fundraising platforms such as JustGiving.

- Experience working with volunteers.
- Experience with fundraising CRMs



What We're Looking For

The successful candidate will be an enthusiastic, organised and proactive fundraiser who enjoys bringing people together through memorable events. They will be passionate about delivering exceptional supporter experiences and confident managing everything from prestigious gala evenings to community fundraising events, always representing Over The Wall Camp with professionalism and warmth.

This is an exciting opportunity to shape and grow an ambitious fundraising events programme that supports children and young people living with serious illnesses and their families at our new permanent location in the Derbyshire countryside.