



The Daniel Spargo-Mabbs Foundation
Corporate and Community Fundraiser

Role Overview

Job title	Corporate and Community Fundraiser
Salary	£29,469 pro rata per annum
Location	DSMF office (Purley, CR8 2BR)
Contract type	12 months fixed term (maternity leave cover)
Hours of work	22.5 hours/week (0.6fte) including occasional evening work. Flexible working around core hours of 10am-3pm
Reporting to	Head of Operations
Closing date	12 April 2026
Summary	You'll be responsible for raising money from the community and local/national organisations at our small but growing and highly motivated charity. A key aspect of your role will be building relationships and using your story-telling skills with new and existing contacts, inspiring them to donate or help raise funds for the Foundation.

The Daniel Spargo-Mabbs Foundation is a drug and alcohol education charity, founded by Fiona and Tim Spargo-Mabbs in 2014 in response to the death of their 16-year-old son Dan having taken ecstasy. The charity aims to support young people to make safer choices and reduce harm, through increasing their understanding of the effects and risks of drugs and alcohol, and improving their life skills & resilience. We work with young people, parents, teachers and professionals, in schools, colleges and communities across the UK. For more information see www.dsmfoundation.org.uk

Job Description and Person Specification

A - Community fundraising

We have a well-established group of Friends of the Foundation: individual regular donors who provide an invaluable and stable base to our finances. We also have a growing database of supporters who receive our termly newsletters, make one-off donations or occasionally participate in fundraising events. Each year we purchase charity places for a few key challenge events and organise a couple of our own fundraising/supporter events. We also invite schools to fundraise for us and have a school fundraising pack.

Your key responsibilities would include:

- Lead on community fundraising activities by identifying, implementing and managing fundraising events and challenges that resonate with our supporters
- Attend events to meet supporters and beneficiaries and capture content
- Support and encourage individual fundraisers undertaking challenges and events
- Develop new fundraising campaigns and asks to engage donors and new supporters
- Develop our existing systems and traditions to encourage the 'donor journey'
- Create fundraising material and content as needed.

B - Corporate fundraising

We have well-established relationships with a few companies and organisations who provide regular financial support. We have been nominated as charity of the year by a range of organisations including golf clubs, small local companies and larger organisations. These nominations are mostly suggested via our supporter networks and, in some cases, we have been able to develop the relationships to longer-term mutual benefit.

Your key responsibilities would include:

Implement a range of proactive fundraising activities, methods and initiatives to increase income and raise the profile of the FoundationManage and develop relationships with existing corporate supporters to identify and maximise future potential, introducing systems and materials as required

- Proactively identify and nurture potential corporate and charity of the year supporters and opportunities
- Generate, develop and implement ideas and activities to maximise partnerships for the benefit of supporting organisations
- Prepare and deliver pitches to a range of local and regional companies
- Maintain up-to-date records and analysis of your fundraising activities

C - Communications:

We have a growing base of supporters and social media followers, and we plan our communication to schools and supporters across the range of media including: newsletters, social media, website, blog and emails. One key aspect of our communication plan is to develop both individuals' and organisations' donor journeys and relationships.

Your key responsibilities would include:

- Capture and develop stories about our work for use with fundraising, relationship building and reporting
- Contribute towards regular newsletters
- Provide stories and photos for social media updates
- Manage relevant sections of the website to keep corporate and community fundraising-related content up-to-date including copy, blogs and images.
- Update and use relevant CRM (Beacon) records and processes

D - Other

- Fully integrate equalities issues into all aspects of the work and where appropriate involve beneficiaries in the work of the Foundation
- Be self-servicing in terms of all administration and use of IT, including preparation of workshop slides, spreadsheets, reports, letters etc.
- Undertake any other tasks as required by the Foundation which are commensurate with the level of the post.
- *Please note that this post may involve occasional travel to venues across the UK, and may include overnight stays.*
- Appointment will be subject to satisfactory Disclosure and Barring Service (DBS) check and references.

Benefits:

- 25 days (pro rata) paid annual leave plus bank holidays, employer contributions to pension scheme, free car parking (shared between team) at office, flexible working arrangements, office easily accessible by public transport.
- We are a small but highly motivated team of staff and volunteers. We have high standards and are ambitious to do everything we can to support as many young people as possible to make safer choices about drugs.
- We are kind, we laugh often, and we enjoy eating cake.

Person Specification (A = assessed by application; I = assessed by interview)

Essential	Desirable
Knowledge and experience	
<ul style="list-style-type: none"> • Demonstrable experience of successfully stewarding donors and building key relationships (A/I) • Experience of successfully delivering against fundraising targets (A/I) 	<ul style="list-style-type: none"> • Experience of working within a charity / social enterprise (A/I) • Experience of working with children and young people (A/I)
Skills and qualifications	
<ul style="list-style-type: none"> • Good IT skills with the ability to use a variety of IT packages (MS Word, Excel, Powerpoint, Gmail) and a track record in learning/using other software packages • Able to be administratively and IT self-serving (A/I) • Excellent presentation, written and verbal communication skills (A/I) • Excellent inter-personal skills, allowing you to quickly build professional relationships in a range of contexts (A/I) • Excellent organisational skills with experience of making efficient use of limited resources (A/I) • Ability to communicate effectively, both in writing and orally (A/I) • Ability to prioritise and manage your workload to ensure deadlines are met (A/I) • Excellent time-management and multi-tasking skills (A/I) 	<ul style="list-style-type: none"> •
Key competencies	
<ul style="list-style-type: none"> • Ability to work within a team as well as independently (A/I) • Ability to travel, primarily across London/SE, to visit partners (A/I) • Ability to use own initiative (A/I) • Enthusiastic, self-motivated and flexible (A/I) • Tact and diplomacy (A/I) 	
Personal qualities	
<ul style="list-style-type: none"> • Ability to motivate and engage others (I) • A genuine passion, commitment and motivation to support young people to make safer choices about drugs (I) 	
Other	
<ul style="list-style-type: none"> • Comfortable and efficient with hybrid working models, including working in the office at least one day per week (I) • Ability to work flexible hours as required, including occasional evenings and weekends (I) • Must be eligible to work in the UK (I) 	

Application instructions:

If you are interested in joining the team and meet the essential criteria for this post, we'd love to hear from you. Please send your completed application form, referring to the person specification to focus on what you would bring to the post

Send applications to: hr@dsmfoundation.org.uk

Application deadline: 12th April 2026

Interviews: during w.b. 20th April 2026

Thank you for your interest in this post.