

**ARMY BENEVOLENT FUND
JOB DESCRIPTION**

<p>ARMY BENEVOLENT FUND Senior Events Executive</p>	<p>Direction from: Senior Event Manager – Special Events</p> <p>Link to: Assistant Director of Fundraising – Events and Corporate Business Development Manager</p>	<p>Primarily reports to: Senior Event Manager – Special Events</p>
<p>Full time 35 hours per week, based in London Office</p>	<p>Direct Reports: N/A</p>	<p>Reviewed: May 2024</p>

Primary Roles:

- To project manage, deliver, and coordinate all aspects of our flagship City event – The Lord Mayor’s Big Curry Lunch - as well as all affiliated events.
- Work with the Committee and the Co-Chairman to deliver agreed net income, participation and profile-raising targets.
- Deliver key supporting and stewardship events; including the launch and thank you party, the commemorative garden launch and committee events.
- Develop and deliver, creative and effective marketing plans for The Lord Mayor’s Big Curry Lunch, ensuring we reach both warm and cold individual and corporate audiences.
- Support the wider events programme as appropriate.

Person Specification

- Excellent administrative abilities and experience of managing competing priorities.
- Event experience as part of a fundraising team.
- Setting income targets and meeting or exceeding them from events.
- Working with a committee or group of supporters to inspire them towards a shared goal.
- Excellent written and oral communication skills.
- Recruiting and managing volunteers.
- Excellent interpersonal skills and the ability to interact and work effectively with all elements of the Charity and supporters.
- A self-starter, proactive, collegiate, with drive and commitment.

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- Highly computer literate and a competent user of charity fundraising databases; able to generate reports for analysis (Microsoft office, Raisers Edge, Monday.com).
- Strong empathy with the cause of the Charity and its beneficiaries.
- Whilst London based, this appointment involves travel around the UK, and occasionally overseas.
- Must be willing to work outside of core hours and at weekends when necessary.

Agreed by: CE

Date: 17th May 2024

Published Date: