

Job Description

Part-Time Supporter Engagement Coordinator

Organisation: Brent Lodge Wildlife Hospital

Location: Brent Lodge Wildlife Hospital, Cow Lane, Sidlesham, PO20 7LN. Opportunities for Flexible / Hybrid working (with attendance at events and on-site as required)

Reports to: General Manager / Education Outreach Coordinator / Fundraising Manager

Salary: £13,298.48

Hours: 19 hours a week (part-time, flexible working pattern) Potential for increased hours if performance-related objectives are met.

About Brent Lodge Wildlife Hospital

Brent Lodge Wildlife Hospital is dedicated to the treatment, rehabilitation, and release of sick, injured, and orphaned wildlife. Our mission is to provide expert care for wildlife while educating and inspiring communities to support local conservation efforts.

We are seeking a passionate and proactive **Supporter Engagement Coordinator** to strengthen relationships with supporters, volunteers, businesses, and the wider community, helping to secure sustainable income and long-term engagement.

Role Purpose

The Supporter Engagement Coordinator will play a key role in growing and nurturing support for the wildlife hospital through fundraising, volunteer coordination, event planning, and corporate partnership development.

This role will focus on increasing supporter retention, developing new income streams through corporate giving, and delivering engaging fundraising initiatives that strengthen our community impact.

Key Responsibilities

Corporate Partnerships & Giving

- Identify, approach, and develop new corporate and community partnership opportunities
- Build and maintain strong relationships with local businesses and corporate supporters
- Create tailored sponsorship packages and partnership proposals
- Develop workplace giving opportunities, charity-of-the-year partnerships, and employee fundraising initiatives
- Steward existing corporate partners to maximise long-term support and retention

Individual Giving & Supporter Retention

- Improve donor retention and supporter engagement strategies

- Work with existing fundraising teams to develop regular giving campaigns and supporter journeys
- Maintain donor communications including thank-you messages, updates, and impact reporting
- Analyse CRM data, supporter engagement and giving trends to improve fundraising performance
- Encourage legacy giving and major donor development where appropriate

Volunteer Coordination

- Support the recruitment, onboarding, and retention of volunteers
- Coordinate volunteer rotas where required
- Ensure volunteers feel valued, informed, and engaged with the charity's mission
- Help develop volunteer recognition initiatives and communications
- Organise and manage corporate team building days
- Act as a key point of contact for volunteer enquiries and support

Event Planning & Community Fundraising

- Plan and deliver fundraising events, campaigns, and community engagement activities
- Support third-party fundraisers and community supporters running events on behalf of the charity
- Represent the charity at local events alongside Outreach Coordinator, networking opportunities, and community initiatives

General Fundraising Support

- Assist in the delivery of the charity's wider fundraising strategy
- Support grant applications and trust fundraising where appropriate
- Maintain accurate supporter and fundraising records using CRM systems
- Ensure fundraising activity complies with relevant regulations and best practice
- Contribute ideas and innovation to grow unrestricted income

Person Specification

Essential

- Experience in fundraising, supporter engagement, or charity development
- Strong relationship-building and communication skills
- Experience developing partnerships with businesses or community organisations
- Excellent organisational and event planning skills

- Ability to work independently and manage multiple priorities
 - Strong administrative and record-keeping skills
 - Passion for animal welfare, wildlife conservation, and charitable impact
 - Confident computer skills
 - Knowledge of donor stewardship and supporter retention strategies
 - Volunteer management experience
 - Experience in corporate fundraising and sponsorship
 - Familiarity with social media and supporter communications
 - Full UK driving licence and access to transport
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What We Offer

- Flexible part-time working
 - Access to computer and laptop
 - Opportunity to make a genuine impact for wildlife rescue and rehabilitation
 - A supportive and passionate team environment
 - The chance to shape and grow supporter engagement across the organisation
 - Meaningful work connecting people with wildlife conservation
 - Potential to increase working hours if performance-related objectives are met
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How to Apply

Please submit your CV and a covering letter to Robert Knight enquiries@brentlodge.org outlining your suitability for the role and your passion for supporting Brent Lodge Wildlife Hospital.

We welcome applicants who are enthusiastic, creative, and committed to helping wildlife thrive.