



Role Title: Database Manager	Time Commitment:- 4-6 hours per week, increasing in the lead up to main pride event
Reports to: Director of Fundraising	Type of Role: Volunteer / Unpaid
Location: London	Direct reports: No

About Pride in London

Pride in London means many things to many people, it belongs to our community and it belongs to you; come and join the conversation!

Forty-six years since the first Pride march in London, Pride in London has a renewed sense of purpose to highlight the challenges still facing the LGBTQ+ community today despite progress. We are run by a group of volunteers who are passionate about equality and diversity and are drawn from all walks of life; together we pull off the UK's biggest free LGBTQ+ community event every year. Pride aims to raise awareness of LGBTQ+ issues and campaign for the freedoms that will allow all of our community to live their lives on a genuinely equal footing.

Around 150 people volunteer year-round to help us deliver what has become a world-class Pride. We welcome applications from everybody, and are especially keen to attract new volunteers from the BAME, Trans, Bi, Non-binary and Queer communities who we would love to see more widely represented in our organisation.

Your New Team

Our fundraising team is key to making Pride in London happen. The event is expensive to run and the show couldn't go on without their efforts encouraging generous donations from thousands of individuals every year. The team work tirelessly year round across a range of activities from running glamorous events like our Gala Dinner, to partnering with community groups or simply hitting the streets with a Pride in London fundraising bucket!

The fundraising team is responsible for growing financial donations and commercial income that allow Pride in London to continue to grow the event and its support of the LGBTQ+ community. You will be part of a team that is responsible for generating £30k+ income. This role will play a key part in organising the merchandise for our fundraising programmes.

As part of our overall strategy we are looking for someone who can manage our new organisational database. You will be responsible for helping to set up systems and processes around our Salesforce database. Working closely with other roles across the organisation as well as external contacts you will need to collect and manage data that enables teams to process parade & stalls applications, volunteer roles and fundraising activity.

Data management is an important part of what we do, and you will help build a strategy to ensure that all supporter/customer data is processed, stored and used in the correct way.

Role responsibilities

- To lead and have overall responsibility of the management of day to day operations of the Pride in London database, Salesforce.
- Establish and maintain the integrity of the data, to inform and enable parade, stalls, volunteering and fundraising activities through the development and management of data import, management and extraction processes from multiple sources of data.
- Ensure supporter/customer information is collected, stored and used consistently to drive organizational plans through the engagement of these audiences in using Salesforce.
- Work closely with key internal stakeholders to design and develop new systems and reporting and deliver insightful analysis in order to improve and inform future activities.
- Manage a project group of internal stakeholders to ensure that all departments understand and use the database correctly.
- Provide training to users of Salesforce so that they can access and use data correctly.

Who you are

- This role requires someone who has experience and knowledge of database management
- Experience of working with cross team project groups to deliver good data management and processes
- An outgoing, friendly personality

What you'll get joining pride in London

- A induction course and a variety of training that's offered throughout the year
- An opportunity to get new and relevant professional experience
- A chance to broaden your professional network
- Play an important part in delivering Pride event
- Social opportunities to meet the diverse and friendly bunch who volunteer for Pride in London

How to apply

Please send a CV, and Covering letter showcasing how you are suitable for the role to;

recruitment@prideinlondon.org