

Job Description

Scotland and Northern Ireland Fundraising Manager

Reporting to:	Head of Public Fundraising
Staff responsibility:	Dotted line management of Nations Fundraising Officer
Salary:	£36,000 per annum Contributory pension scheme
Location:	Home based – flexible across Scotland or Northern Ireland
Holiday entitlement:	25 days plus 3 discretionary days between Christmas and New Year and statutory holidays
Terms and conditions:	Full time, 35 hours a week, one year fixed term contract. The post holder may be required to work some evenings and weekends. Time off in Lieu will be given in line with the charity's policy.

About Bowel Cancer UK

We're the UK's leading bowel cancer charity. We're determined to save lives and improve the quality of life of everyone affected by bowel cancer. We support and fund targeted research, provide expert information and support to patients and their families, educate the public and professionals about the disease and campaign for early diagnosis and access to best treatment and care.

We employ around 45 staff based in England, Scotland, Wales and Northern Ireland.

Job summary

The Scotland and Northern Ireland Fundraising Manager is responsible for building and strengthening relationships with our supporters in these nations.

The role works closely with the Nations Fundraising Officer to provide an exceptional level of encouragement and advice to fundraising supporters in line with the charity's high standards of first class supporter care. This includes people taking part in Bowel Cancer UK's bespoke events, Walk Together and Brew Together, as well as third party events such as the Kiltwalk series and the Belfast Marathon.

The Fundraising Manager holds responsibility for high-value relationships with individuals, local corporates, and community groups, including leading on our appeal to fund Scotland's first Research Chair focused on colorectal cancer surgery. The role will also work with the Head of Public Fundraising to develop a three-year strategy for fundraising in Northern Ireland.

Main duties and responsibilities

- Lead on developing and maintaining long-term relationships with high-value donors across Scotland and Northern Ireland, creating and implementing tailored stewardship plans that maximise opportunities to build deeper relationships across the charity
- Seek out opportunities for new fundraising opportunities, particularly with local corporates and high-value community groups. Work with other teams, including Partnerships and Philanthropy and Services, to submit applications for charity partnerships
- Work closely with the Head of Public Fundraising to develop a three-year strategy for fundraising in Northern Ireland by analysing existing and potential income streams
- Support the Nations Fundraising Officer to ensure all supporters in Scotland and Northern Ireland receive an excellent fundraising experience
- Report to the Head of Public Fundraising on income and expenditure targets and KPIs across Scotland and Northern Ireland

Other duties:

- Work with the Head of Public Fundraising to create income and expenditure budgets for fundraising activity in Scotland and Northern Ireland
- Create and maintain up-to-date records using the Raisers Edge database and ensure that meticulous donor records and administration systems are in place
- Ensure all fundraising activities are undertaken in accordance with the standards and protocols set by the Charities Act, comply with relevant legislation, GDPR, and best practice guidelines established by the Chartered Institute of Fundraising
- Representing Bowel Cancer UK at fundraising events, attending and managing events as required. Occasional overnight stays may be required
- Undertaking any other duties as required by the Head of Public Fundraising

Person specification

Qualifications and experience

- Strong fundraising experience, particularly in securing and managing high-value relationships
- Experience of meeting and exceeding financial targets

- Experienced in setting and monitoring budgets
- Proven success in applying for charity partnerships

Knowledge, skills and abilities

- Excellent written and verbal communication skills which are clear, impactful, on brand and appropriate for a range of audiences
- Ability to maintain strong cross-departmental relationships to achieve wider organisational objectives
- Ability to work under pressure, manage time effectively and prioritise workload
- Experience of working to KPIs, reporting and evaluations
- Good working knowledge of databases (ideally Raisers Edge) and all Microsoft packages including Word, Excel and Outlook

Personal qualities

- An engaging manner and the ability to motivate fundraisers in their support of the charity
- Ability to use initiative, prioritise and demonstrate problem-solving approach
- Ability to build relationships and deal with supporters or external stakeholders at all levels
- Understanding of and commitment to the aims and objectives of Bowel Cancer UK
- A commitment to equal opportunities and anti-discriminatory practice.