

Job description

Nations Fundraising Officer

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| Reporting to: | Scotland Fundraising Manager |
| Staff responsibility: | N/A |
| Salary: | £26,000-28,000 (plus £2,000 London weighting if applicable) Contributory pension scheme |
| Location: | Flexible location |
| Holiday entitlement: | 25 days plus three discretionary days between Christmas and New Year and statutory holidays |
| Terms and conditions: | Full time, 35 hours a week, permanent. 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 Nations Fundraising Officer will report to the Scotland Fundraising Manager but with a close working relationship with the Fundraising Managers in Wales and Northern Ireland. They will be responsible for providing an exceptional level of encouragement and advice to fundraising supporters across the devolved nations in line with the charity's high standards of first class supporter care.

The role will work closely with each of the Managers on a diverse range of products. These will include, but not be limited to, bespoke events such as Walk Together or our Sunset

Trek, third party events such as the Kiltwalk series, Belfast Marathon, and Cardiff Half Marathon, and people doing their own fundraising. The role will contribute to the charity's goals by recruiting new supporters, retaining existing supporters and by growing fundraising income.

You will be a team player with excellent people skills and you must be proactive, resilient and capable of organising and managing a busy workload.

Main duties and responsibilities

Bespoke and third party fundraising

- Work alongside the Nations Manager to plan, deliver and develop our bespoke and third party events portfolio in order to meet both income and expenditure targets and additional KPIs
- Input into creating and delivering a marketing plan for each event (including social media marketing) to maximise recruitment and the charity reach
- Manage the registration process, relevant website pages and maintaining database records for event participants
- Lead, with support from the Nations Managers, a communications plan for bespoke and third party events. The plans must deliver excellent stewardship in order to maximise income per participant as well as encourage repeat participation

Community fundraising

- Build and maintain relationships with community fundraisers, ensuring they are assigned appropriate supporter journeys, receive an outstanding supporter experience and are provided with guidance to maximise their fundraising
- Drive supporter engagement through building relationships and encouraging sharing of stories for inclusion on social media activity
- Ensure all Community Fundraising activity is up to date on Raiser's Edge

Fundraising administration

- Send out all fundraising materials to fundraisers across the Nations
- Manage fundraising materials stock levels for the Nations, ensuring the database is up to date and items are ordered as needed
- Ensure all income from supporters in the Nations is coded correctly

Additional responsibilities:

- Supporting the whole of the Public Fundraising team at busy periods
- Inputting data into the fundraising database and prepare and dispatch promotional materials and participant support materials
- Ensuring that all Nations Fundraising activity on behalf of the charity is compliant with fundraising law and the Institute of Fundraising's and Fundraising Standards Board (FRSB) best practice guidelines
- Setting up queries and producing reports to monitor supporter numbers and fundraising income as required
- Ensuring that the use of Raisers Edge is effective, accurate and consistent
- Maintaining accurate records of fundraising expenditure
- Representing the charity at fundraising events, attending and managing events as required. Occasional overnight stays may be required
- Undertaking any other duties as required by your manager or Head of Public Fundraising

Person specification

Qualifications and experience

- Fundraising experience across either Community, Events or Individual Giving or transferrable experience in a customer-supporting role
- Experience of using supporter/customer care databases to manage work and keep accurate records
- Experience of producing creative copy for fundraising mailings e.g. newsletters, mailings, or for the web and social media

Knowledge, skills and abilities

- Excellent written and verbal communication skills and the ability to work with people at all levels
- Ability to think creatively and contribute ideas to team planning and discussion sessions
- Ability to work under pressure, manage time effectively and prioritise workload
- Good working knowledge of databases (ideally Raisers Edge) and all Microsoft packages including Word, Excel and Outlook
- Ability to build relationships and deal with supporters or external stakeholders at all levels

Personal qualities

- A bright, engaging manner and the ability to motivate fundraisers in their support of the charity
- Outgoing and enthusiastic
- An excellent team player
- Understanding of and commitment to the aims and objectives of Bowel Cancer UK
- Understanding of charity law and best practice principles
- A commitment to equal opportunities and anti-discriminatory practice