

Job Profile

JOB TITLE:	Community Fundraising Manager – Maternity Cover
SALARY RANGE:	£34,000 - £37,000 based on experience
CONTRACT:	12 month fixed term contract, Full time – open to part time.
LOCATION:	Hybrid – Office (London) based at least three days a week
REPORTING TO:	Head of Sports, Community and Events
DIRECT REPORTS:	Community Fundraising Administrator and Community Events Coordinator.

Role overview

To manage the Community Fundraising Team, ensuring that excellent relationship management is given to all of our supporters, meeting agreed KPIs and objectives by managing and setting budgets.

Children with Cancer UK

Children with Cancer UK is the leading national children's charity dedicated to the fight against childhood cancer. Our charity was founded in 1987 by Marion and Eddie O'Gorman in memory of their son, Paul. For over 30 years we've been raising money and funding vital research to save the lives of children with cancer and keep families together.

Our mission is to improve survival rates across all types of childhood cancer by finding kinder, safer treatments and ultimately a cure. We also support children and their families to live better during and after treatment.

Main responsibilities

Duties and tasks to fulfil the key responsibilities

1. To lead the team to provide high standards of relationship management to all supporters within the community portfolio to ensure they maximize their income and lifetime value.
2. To manage and ensure smooth delivery of Children with Cancer UK's portfolio of products/events, ensuring they meet agreed KPIs and all learnings are captured to feed into future development.
3. To develop new campaigns and events in line with sector and audience trends.
4. To work collaboratively across departments.
5. To deliver agreed income and expenditure targets.
6. To be a key contact within the community fundraising department for all external suppliers.

Management of the Team

1. To effectively line manage the Community Fundraising Team, offering support, monitoring and inspiration to line reports.

2. To carry out regular one to ones and half yearly performance appraisals for team.
3. To ensure the team is keeping up to date records of team activities on SalesForce.
4. To monitor KPIs and objectives. Identifying problems and agreeing remedial steps.
5. Alongside the Head of Sports, Community and Events set yearly budgets for Community and Events team and complete quarterly reforecast in line with finance deadlines.
6. To analyse monthly income and expenditure actuals against budgets. Providing commentary for monthly management pack.
7. To play an active role in the Children with Cancer UK management team. To contribute to a positive working environment and culture.

Additional Responsibilities

1. Any other reasonable duties as directed by your line manager.
2. To keep/develop an awareness of trends and activity across the sector
3. The post requires an amount of evening and weekend work and the post holder is expected to attend events as and when required – throughout the UK. The charity operates a time off in lieu system.

Person Specification

Experience Essential

- Experience of managing relationships with fundraisers and volunteers
- Growing income in a fundraising environment.
- Excellent project management skills with knowledge of tools and techniques.
- Strong networking and relationship building skills.
- Experience working on multiple projects with conflicting priorities and deadlines.
- Experience of delivering community/events fundraising events/campaigns.
- Experience of working with volunteers in a fundraising/charity environment.

Experience desirable

- Line management experience.

Skills and knowledge essential

- Demonstrable success in growing fundraising income.
- Excellent supporter care and relationship building skills and an ability to work with a variety of stakeholders.
- Understanding of the UK fundraising sector, trends and working within the FRSB rules and guidance.
- Excellent organisational skills.
- Ability to prioritise and multi-task.

- A keen eye for detail.
- Experience of marketing events/campaigns.
- Articulate with persuasive and engaging verbal communication skills.
- Experience of working with digital platforms to recruit and maintain relationships with supporters.

Skills and knowledge desirable

- Good Excel skills
- Working for a health charity

Other requirements

- Strong team player
- Self-starter
- Ability to work under pressure and to deadlines
- Able to work collaboratively as part of a team and contribute to a positive working environment and culture
- The appointee will also be expected to be fully IT literate.

Other information

The post requires a certain amount of evening and weekend work and the post holder is expected to attend events as and when required – events could be in London or over several days throughout the UK or abroad.

At Children with Cancer UK we value diversity, and we are committed to creating an inclusive culture where everyone is able to be themselves and to reach their full potential. The statements are not intended to be construed as an exhaustive list of all duties, responsibilities and skills required for this position.

How to apply

To apply for this role, please submit your CV and supporting statement to **emily.roff@childrenwithcancer.org.uk**

The closing date for applications is **Tuesday 9th January**. Applications may close before the deadline, so please apply early to avoid disappointment.

If you have any queries in relation to the application process, please do not hesitate to call us on 020 7404 0808.