

## JOB DESCRIPTION

**Job Title:** Fundraiser

**Location:** Primarily Tim Pryor Centre, Wilkinson Street, Sheffield S10 2GB but with some home working.

**Accountable to:** The Board of Trustees

**Reporting to:** Head of Fundraising

**Job Summary:** This is a unique role where experience and training in all the main areas of fundraising will be provided. Working alongside the Head of Fundraising and supported by other team members you will contribute to and lead on a diverse portfolio of fundraising activities. This post is ideally suited to someone who has some fundraising experience and wants to develop their career, or an individual looking to apply and develop the knowledge they have gained in a different sector. Over time, the post holder will be able to specialise in the area(s) of fundraising where they feel most effective. The role is target driven, high energy and person centered, particularly suiting someone who enjoys building relationships with others. Cavendish Cancer Care is in an exciting growth and development phase, and as such the role offers a great opportunity to innovate, lead and shape our department.

### Key Responsibilities

*Full training & support provided*

1. **Supporter Fundraising:** Build relationships with people raising money for us, such as people doing challenges, runs or hosting local fundraising events, through providing our supporters with all the materials and direction they need to be successful.
2. **Trust and Foundations:** Build and maintain relationships with a range of grant making trusts and foundations, including both existing and potential funders. Prepare and submit timely grant applications which are in line with both their priorities and ours. Ensure all monitoring and reporting requirements from funders are met in full.
3. **Events and Challenges:** Deliver a calendar of engaging public facing fundraising events and challenges that raise donations for the charity but also allow for relationships with the charity to grow and deepen.
4. **Major Events:** Support the delivery of a number of our larger events, such as our annual dinner and Sheffield wide challenges such as the Sheffield Half Marathon.
5. **Donors:** Ensure all our donors receive exceptional stewardship with timely thanking and donor recognition.
6. **Marketing and Comms:** Maintain a professional social media presence thanking and displaying the work of our supporters. Feed into occasional articles/blogs/press that are part of the charity's communication strategy.
7. **Update the charity's database (CRM) and related systems with all donor/supporter interactions in a timely and GDPR compliant manner.**
8. **Comply with all Cavendish Cancer Care's policies and procedures at all times.**

9. Protect the good name and reputation of Cavendish Cancer Care by every reasonable means.
10. Any other reasonable duties as agreed with the Head of Fundraising and as needed to support the work of this small, local charity.

### **Key Deliverables**

(2021-2022)

- Become an effective and fully integrated member of the fundraising team, working flexibly to deliver overall team goals
- Make a positive contribution to the fundraising income of the charity
- Demonstrate a desire to grow and innovate within the role
- Ensure all interactions are promptly recorded on the CRM/database in line with GDPR

### **Key Measures**

- An active portfolio of effective fundraising relationships, including with individual supporters, event partners, trusts and foundations
- A calendar of engaging and effective fundraising events
- Good feedback from donors and supporters on their stewardship and relationship with Cavendish Cancer Care
- Performance against KPIs and targets as agreed with the Head of Fundraising

***The post holder may also be required to carry out other duties reasonably expected by Cavendish Cancer Care.***

***This job description may be amended from time to time to reflect organisational and role developments and needs.***

### **CONTRACT TERMS**

**Contract Status:** Permanent, Full time

**Working hours:** Normal office hours are Mon- Fri 9.00 - 5.30, however flexible working is encouraged as evening and weekend working is required as needed.

**Salary:** £21,000 with progression to £23,000 upon successful completion of a probationary development and training phase.

**Pension:** Cavendish Cancer Care Group Personal Pension Plan, Royal London  
Employer Contribution 3%, Employee Contribution, variable up to 8%

**Annual Leave:** 25 days + Bank Holidays

## PERS SPECIFICATION

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
1. Experience of either charity/not-for-profit or sales and business development		X
2. Direct fundraising experience		X
3. Experience of events and/or project management		X
4. Experience of meeting and exceeding financial targets and/or KPIs		X
5. Experience of managing a portfolio of clients & securing/scheduling regular meetings		X
<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
1. Knowledge of fundraising		X
2. Knowledge of cancer care		X
3. Knowledge of Sheffield City Region		X
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>
1. Ability to effectively communicate ideas clearly both in writing and orally through presentations	X	
2. Exceptional interpersonal skills, ability to interact with many different people and forge long term relationships	X	
3. Proficiency with Word, Excel and PowerPoint	X	
4. Proficiency with relationship management systems (CRMs) and/or databases		X
5. Knowledge of Adobe InDesign		X
<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
1. Must enjoy working to and achieving targets	X	
2. Tenacious and innovative attitude to fundraising/pursing priority relationships	X	

3. Ability to work both independently and as part of the team	X	
4. Exceptionally well organised with ability to manage multiple deadlines effectively	X	
5. Ability to motivate and inspire those around them	X	
6. An 'if it's not recorded it didn't happen' attitude to keeping systems and databases updated	X	
7. Willingness to travel regularly throughout the Sheffield City Region (access to car/own transport desirable)	X	