



Job Description and Person Specification

Job Title: Engagement and Supporter Relationship Executive

Salary: – £23k - £25k Depending on experience.

Accountable to: Fundraising Development Manager

Location: Currently remote due to covid restrictions. Normally in a commutable distance to Glasgow. We envisage that this role will have some flexible working with three days a week in the office and two days working from home.

Responsible for:

- Networking and engagement with communities across Scotland to enhance our profile and develop core connections that can underpin our mission of improving survival rates of pancreatic cancer in Scotland.
- Provide excellent supporter care and stewardship to our volunteer base in Scotland.
- With the support of the Fundraising Development Manager develop meaningful relationships that will help us to achieve our fundraising goals and ambitions for Scotland.

Job context:

In 2020 Pancreatic Cancer Scotland and Pancreatic Cancer Action merged to become one charity, with a united vision to make the 2020's the decade of change for pancreatic cancer. Our mission is to improve survival rates of pancreatic cancer by ensuring more people are diagnosed early and that everyone has access to effective treatments, support, information, and care. We have a loyal and dedicated army of Scottish supporters, and we need an entrepreneurial individual to help support our continued development and growth over the next decade.

Primary responsibilities:

- Maintain and develop existing relationships with all Scottish supporters and fundraisers across multiple audiences and communities.
- Through on and offline networking develop relationships in core Scottish areas that can support our missions and goals.
- Delivery of presentations to communities, companies, and associations on the topic of Pancreatic Cancer and why we need their support.
- Maintain accurate records on our CRM system to ensure that we develop and maintain longer term relationships and can report on fundraising and marketing activity.
- Develop ongoing relationships with a broad range of audiences, providing them with the support that they need to empower their ongoing fundraising and engagement with PCA.



- Develop the role of Action Ambassadors in Scotland to help grow our reach and support across Scotland.
- Support wider activities where needed for the charity, working closely with the wider team and collaborating for success.

Person Specification

Criteria	Essential / Desirable
Experience	
2 – 3 years of working within a charitable organisation.	Desirable
Educated to HNC/ A Level or Above – or relevant experience.	Essential
Previous experience of working in a fundraising team and knowledge of all fundraising income streams.	Essential
Previous experience of working with CRM data base.	Essential
Experience of using social media platforms to network and develop relationships in particular the use of LinkedIn.	Desirable
Skills	
Excellent verbal and written Communication skills.	Essential
Confident at presenting to a wide range of audiences, both face to face and using technology such as Zoom or Teams.	Highly desirable
Competent with all Microsoft applications such as Word / Excel / PowerPoint.	Essential
Good organisational and time management skills with the ability to adapt to changing priorities.	Essential
Competent at relationship building and using effective questioning techniques that allow the	Essential

development of meaningful conversations that ultimately build long term supporters.	
Strong research and analytical skills to identify strongest opportunities to pursue and engage with.	Essential
Competent at completing basic risk assessments for events.	Essential
Personal Attributes	
Positive can-do attitude.	Essential
A team player who can motivate and collaborate with others.	Essential
Able to prioritise own workload and confident to ask for help when needed.	Essential
Other	
Willingness to work outside agreed hours occasionally. This may include weekend and or evening working.	Essential
Willingness to learn new skills.	Essential
Willingness to travel around the UK to support fundraising activity and to also attend occasional meetings at our Hampshire Head Office.	Essential
Access to a car and a UK driving licence.	Essential

How to apply:

Your CV (no more than two pages) and cover letter, which should detail your skills and evidence of experience and how it relates to the job description, should be emailed to Lorraine@panact.org

Closing date for applications:

30 July 2021. Midday.