

<b>Job Title (Location)</b>	<b>Centre Fundraiser (Highlands)</b>
<b>Salary and Band</b>	<b>Band 4 – Salary range £23,016 - £25,973 DOE</b>
<b>Annual Leave</b>	<b>27 days plus 9 Bank Holidays for full-time hours</b>
<b>Reports to</b>	<b>Centre Fundraising Manager</b>
<b>Direct Reports</b>	<b>Fundraising volunteers</b>

### **About Maggie's**

Maggie's provides free cancer support and information in our specially designed centres across the UK and online. Working alongside NHS hospitals, Maggie's centres are staffed by expert Cancer Support Specialists, Psychologists and Benefits Advisors, helping people to take back control when cancer turns life upside down.

Our long-term ambition is to be there for everyone with cancer in the UK at all 60 cancer centre sites to ensure that there is no-one living with cancer who is unable to access the expert psychological and information support that they so desperately need to live the best quality of life possible. The next five years brings us over the halfway mark to achieving this goal.

### **About the Post Holder**

You will demonstrate strong prioritising, planning and organising skills around your own workload along with the flexibility to work collaboratively with other fundraising teams in Maggie's to maximise income from all areas. Your commitment, energy and confidence will help you to respond effectively to challenges within a fast moving environment and to identify and respond to changing priorities.

### **About the Role**

The purpose of the role is to utilise effective and efficient administrative and fundraising skills to assist in delivering both financial and non-financial targets which will provide a gateway to all fundraising activity across Maggie's. You will assist the centre fundraising manager to implement the fundraising strategy to deliver income targets through proactive donor recruitment and excellent donor care. This includes supporting and retaining existing supporters and researching new key relationships with individuals as well as partnerships with local businesses, groups and associations. You will represent the work, vision and purpose of Maggie's whilst supporting the delivery of local and central fundraising initiatives and campaigns. This includes presentations, face to face, telephone and written communications. There will be a requirement to work irregular hours as well as frequent local travel.

### **Key Responsibilities**

- Assist the Centre Fundraising Team with the planning and implementation of the overall centre fundraising strategy and fundraising activity within defined area.
- Support Centre fundraising initiatives to maximise voluntary income opportunities.
- Work with colleagues to ensure that centrally managed fundraising activities are supported locally.
- Support the Centre Fundraising Manager with accurately monitoring and evaluating activity results for reporting purposes.
- Responsible for occasionally cash handling, banking, acknowledging and receipting income if required in partnership with Maggie's Supporter Care team.
- Undertake administrative duties as required.

- Provide excellent supporter care, which enthuses supporters and encourages commitment and loyalty to Maggie's.
- Ensure that all communications are inspirational, personal and relevant.
- Give talks and presentations to local organisations i.e. schools, rotary clubs, WIs etc, to increase awareness of and support for Maggie's activities.
- Attend local and national fundraising activities where appropriate.
- Work with local media, PR and through social media to maximise publicity and awareness of Maggie's and its activities and support the collection and sharing of 'stories' and insights.
- Ensure the recruitment and development of a growing bank of volunteers with clearly defined roles, job plans and management.
- Assist the team with research into new fundraising ideas, potential new sources of support and report these back to the team to improve the Centre Fundraising team's activities.
- Assist with the delivery of annual budgets and plans.
- Provide and facilitate supporters with a choice of how they fundraise and work with Maggie's.
- Keep up to date with Maggie's central database and to ensure that use of the database is effective, accurate and consistent across the team.
- Assist in delivering annual income targets within an acceptable and agreed cost ratio.
- Ensure that all supporters are managed in accordance with Maggie's Centres donor care policy.
- Provide support around the planning and delivering of Maggie's fundraising events as well as to a variety of fundraising groups and individuals for their events.

#### **Essential skills and experience**

- Educated to degree level or equivalent experience
- At least two years' work experience with transferrable skills
- Excellent IT skills
- Strong written and verbal communication
- Experience of raising funds in a community setting on a paid or voluntary basis or experience in a related discipline (e.g. PR, marketing, sales, project management etc.)