

Job Description

Post	Events Fundraiser (full time)
Job Ref	F/32
Location	Flexible working from home with regular travel to the Edinburgh Office throughout the year
Department	Income Generation
Reporting to	Senior Event Development Fundraiser
Responsible for	This post has no direct reports

Job Summary

As a member of the Community and Events team the Events Fundraiser will be required to research, promote and deliver fundraising events, campaigns and activities, providing excellent stewardship to supporters, whilst working to help achieve monthly fundraising income targets.

This is a varied and exciting role as they will be required to work with a range of internal and external stakeholders, across all aspects of community, corporate and event fundraising.

This will include helping to deliver an annual calendar of runs, walks, challenge and sporting events across the UK as well increasing support through Myeloma UK virtual and Facebook events.

They will have a passion for event and relationship management as they help deliver a UK wide community events fundraising strategy, ensuring a 4 nations approach, engaging existing, new and lapsed supporters.

They will report to the Senior Event Development Fundraiser but will also work closely with Community Fundraisers, supporting them as they identify opportunities to expand and diversify their fundraising portfolio.

As a member of the Public Fundraising Team, they will contribute towards the delivery of Myeloma UK's strategic, operational, and departmental plans.

Key Deliverables

1. Income Generation

- Support an event fundraising strategy to maximise income generation across the UK.
- Work with the Senior Event Development Fundraiser to provide the highest quality of event delivery as well as developing relationships, securing support, marketing,

delivering and monitoring the event ensuring post event evaluation and future recommendations are made.

- Support community fundraising colleagues to ensure they are kept informed of event opportunities and fundraising campaigns, allowing them to maximise participation and provide excellent stewardship of local supporters taking part.
- Proactively approach supporters to encourage repeat funding
- Working with other teams, develop materials required to support all marketing and promotion of events, ensuring organisational brand, style and key messages are adopted
- Maximise use of database and other technology to increase operational efficiency within event fundraising
- Ensure that appropriate and up-to-date financial and supporter records are maintained, accurate and accessible
- Ensure event fundraising administration is undertaken efficiently and to a high standard
- Work with other departments and managers to ensure all event fundraising opportunities are being maximised
- Identify opportunities to expand and diversify event fundraising portfolio and reach out to new supporters. Help further develop virtual fundraising events for Myeloma UK.
- Work together to ensure that community and event fundraising delivers budget targets
- Work with the wider Fundraising Team to ensure close working and communication between team members
- Report progress and performance regularly to your line manager

2. Financial reporting/administration:

- Assist with project planning, management, evaluation and work reporting across community and event fundraising activity
- Support the preparation and delivery of the fundraising budget in line with the activity plan and organisational fundraising strategy.
- Report performance and variances and work with the Senior Event Development Fundraiser on reforecast and conducting any contingency planning

- Collect KPI data, evaluate all aspects of events fundraising activities and proactively report on performance and success to the wider income generation team and organisation regularly and as required
- Prepare regular updates for team meetings on the progress of agreed programme plans and objectives

3. Management / administration:

- Provide administrative support including:
 - Working with the team to deliver excellent supporter journeys, maximising income for Myeloma UK
 - Communicating with supporters ensuring they have everything they need to complete their fundraising activity. You will engage with participants through phone calls, emails and social media providing encouragement, fundraising advice and resources to help them reach their targets
 - Maintaining supporter records on the database
 - Writing effective correspondence
 - Working closely with and supporting the Supporter Care team when required
- Administrative support for the preparation and delivery of all events
- Keep abreast of relevant legislation, trends and best practice and work with the Senior Event Development Fundraiser to develop the necessary internal policies, procedures and guidelines accordingly

4. General

Continuous improvement, developing skills, adhering to organisational quality standards, and teamwork underpin all roles at Myeloma UK.

General responsibilities include:

- Adopt the Myeloma UK principles of quality management
- Be attentive to and implement organisation brand and style guidelines
- Participate in team meetings and work together with colleagues to maintain and improve knowledge and skills
- Act as a source of information and support to colleagues throughout the organisation
- Build productive working relationships with external advisers to maintain and enhance their commitment to Myeloma UK

- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role
- This role will require some essential travel throughout the UK, therefore the post holder must be willing to travel. Regular travel to Edinburgh if based elsewhere will be required
- Undertake such work as may be appropriate to the post

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of Myeloma UK at any time after discussion with the post holder.

Person Specification

Area	Essential	Desirable
Experience and Education	<ul style="list-style-type: none"> • At least one-year experience in an event delivery or project planning role. • Successful and demonstrable experience of developing relationships for long-term benefit • Experience of delivering projects/activities within tight deadlines • Experience within a customer focused environment 	<ul style="list-style-type: none"> • Experience of digital marketing and virtual fundraising events • Budget reporting experience • Marketing and communications experience • Experience of using Raiser's Edge or similar CRM system
Skills	<ul style="list-style-type: none"> • Demonstrate success in building effective relationships • Excellent communication skills • Excellent organisational and IT skills • Strong administration skills and attention to detail • Ability to work methodically • Ability to be flexible with your workload and prioritise effectively • Ability to work as part of a team • Excellent relationship management skills • Ability to follow procedures accurately • Ability to work diligently and be efficient and resourceful at all times 	
Personal	<ul style="list-style-type: none"> • Constant desire for improvement • Self-motivated and dedicated team player. Ability to work remotely with little supervision. • Commitment and desire to make a difference 	

	<ul style="list-style-type: none"> • Ability to manage a wide range of tasks and work well under pressure • Ability to work to deadlines and prioritise • Flexibility and willingness to develop and expand role • Reliable and trustworthy • Team player • Interest in sporting and mass participation fundraising events 	
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Terms and Conditions

Post	Events Fundraiser (permanent, full-time)
Salary	£30,636 - £33,391
Probation period	Three months
Hours of work	<p>The standard working week comprises 35 hours, Monday to Friday. Myeloma UK operates a flexitime scheme and details will be provided by the Head of HR and Operations.</p> <p>The post holder will be expected to assume duties outside working hours to support the delivery of their role and the operation of the organisation when required.</p>
Holidays	Full-time holiday entitlement is 30 days per calendar year, plus 6 public holidays. Part time posts will be on a pro rata basis.
Pension scheme	Myeloma UK complies with its auto-enrolment obligations and, subject to matched employee contributions, offers a 7% pension contribution to all staff.
Premises	Myeloma UK is situated at 22 Logie Mill, Beaverbank Business Park, Edinburgh, EH7 4HG.