

## Job Description

<b>Post</b>	Legacy & In Memory Giving Fundraiser (permanent, part time, 21 hours per week)
<b>Job Ref</b>	F/33
<b>Location</b>	Flexible
<b>Department</b>	Fundraising
<b>Reporting to</b>	Legacy & In Memory Giving Lead
<b>Responsible for</b>	This post has no direct reports

### Job Summary

Myeloma UK is the only UK charity focused on myeloma, an incurable blood cancer, and its related conditions. We provide support and campaign for access to treatments while researching a cure.

Working alongside the Legacy & In Memory Giving Lead, the Fundraiser will be an ambitious and motivated individual who will be responsible for helping grow income within Legacy & In Memory, as well as supporting and delivering the Legacy and In Memory fundraising strategy.

They will be an empathetic listener and a compassionate communicator, providing exceptional stewardship, often to supporters who are recently bereaved. They will develop and deliver outstanding stewardship programmes that offer support and drive retention.

Using data and insight, they will help deliver the legacy marketing programme, whilst also supporting the day-to-day legacy and estate administration, dealing with solicitors, legal representatives and executors.

They will proactively develop in memory giving fundraising, maximising the fundraising products, channels and messaging already available, as well as identifying new opportunities that are suitable for the Legacy & In Memory audience.

As part of the Public Fundraising Team they will work with colleagues, maximising cross team collaboration and ensuring appropriate Legacy and In Memory stewardship across all fundraising specialisms.

They will also work with colleagues across the organisation to promote internal engagement and deliver excellent and impactful communications.

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 Legacy & In Memory Giving. It

is a great opportunity to join a dynamic team and develop their fundraising career in a patient centred charity that makes a real difference to everyone affected by myeloma.

## **Key Deliverables**

### **1. Main duties and responsibilities**

- Support our Legacy & In Memory fundraising strategy to maximise income generation across this area and throughout the whole of fundraising.
- Provide the highest quality of stewardship. Developing strong relationships with supporters with compassion and empathy throughout their supporter journey.
- Through data collection, analysis and evaluation, propose recommendations for stewardship journeys, appeal campaigns and asset creation.
- Project manage campaign delivery from end-to-end.
- Provide legacy and in memory giving administration support, ensuring records are maintained, accurate and accessible on our database.
- Work with Fundraising and Communications teams to identify suitable case studies to demonstrate the impact of our charitable work and for promotional marketing purposes.
- Develop and maintain strong working relationships with all internal and external stakeholders.
- Keep abreast of relevant legislation, trends and best practice within the Legacy & In Memory sector to develop the necessary internal policies, procedures and guidelines. Undertake relevant training to remain at the forefront of Legacy & In Memory fundraising.

### **2. 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 to Edinburgh if based elsewhere. Occasional evening and weekend work may be required for attending events.
- 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
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Experience of delivering high quality supporter journeys</li> <li>• Experience of delivering fundraising projects and activities</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in a cancer or healthcare charity</li> <li>• Experience of working with and talking to bereaved and vulnerable supporters</li> <li>• Educated to degree level or equivalent professional experience</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Successful in building effective relationships</li> <li>• Excellent communication skills</li> <li>• Excellent organisational and IT skills</li> <li>• Strong administration skills and attention to detail</li> <li>• Ability to work as part of a team</li> <li>• Ability to follow procedures accurately</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using Raiser's Edge or similar CRM system</li> </ul>
<b>Personal</b>	<ul style="list-style-type: none"> <li>• Self-motivated and dedicated team player</li> <li>• Ability to work remotely</li> <li>• Passionate about providing excellent supporter journeys</li> <li>• Commitment and desire to making a difference</li> <li>• Ability to manage a wide range of tasks and work well under pressure</li> <li>• Ability to work to deadlines and prioritise</li> <li>• Flexibility and willingness to develop and expand role</li> <li>• Reliable and trustworthy</li> <li>• Compassionate person who can empathise with supporters affected by myeloma</li> </ul>	

## Terms and Conditions

<b>Post</b>	Legacy & In Memory Giving Fundraiser (permanent, part time, 21 hours per week)
<b>Salary</b>	£31,555 - £34,392 pro rata
<b>Probation period</b>	Three months
<b>Hours of work</b>	<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>
<b>Holidays</b>	Full-time holiday entitlement is 30 days per calendar year, plus 6 public holidays (pro-rata for part-time employees).
<b>Pension scheme</b>	Myeloma UK complies with its auto-enrolment obligations and offers a 7% pension contribution to all staff.
<b>Premises</b>	Myeloma UK is situated at 22 Logie Mill, Beaverbank Business Park, Edinburgh, EH7 4HG.