



Marie Curie Job Description

Job title: **Senior Community Fundraiser**

Department: Fundraising England / Devolved Nations

Reports to Regional Head of Fundraising

Accountable to Head of Fundraising England / Devolved Nations

Job Purpose/Summary

To build and develop fundraising relationships in the community, by providing excellent stewardship and support to our Fundraising Groups, volunteers supporters and corporate partners, in order to increase income and deliver the agreed Fundraising strategy.

Key relationships

Internal

- Fundraising colleagues
- Fundraising Volunteer Development Managers
- Regional Operations Managers
- Fundraising Groups and Volunteers
- Events Delivery Team
- Philanthropy and Partnerships team
- Regionally based fundraising teams such as Regular Giving and Legacies
- Supporter Relations Team and other MC (Marie Curie) central teams
- Area Shop Managers
- Caring services colleagues and other key MC staff

External

- Supporters
- Local media
- Local community contacts and local companies
- External fundraising networks and contacts from other charities.

Duties & Responsibilities

Maintain and develop the Fundraising Group and Volunteer network

- Provide excellent stewardship and on-going support and motivation to a network of fundraising groups
- Identify, research and form new fundraising groups in the community
- Create and deliver an annual volunteer recruitment plan to grow numbers of volunteers in dedicated roles
- Induct, train and manage volunteers
- Maintain and develop relationships with MC Patrons and suggest suitable new individuals for the role.

Build and maintain strong fundraising relationships

- Provide support to existing Fundraising My Way (in aid of) supporters, encouraging repeat or on-going activity
- Proactively seek new Fundraising My Way support in the local community
- Build relationships with local community groups and give talks where possible to encourage their support and adoption of MC
- Follow up prospects identified by the Spotting Supporter Potential programme
- Support high value event participants to achieve their targets.
- Provide excellent supporter service to enquirers from members of the public, via phone, mail and in person, and encourage their support
- Promote MC fundraising activities to new supporters including workplaces, schools/universities and clubs
- Provide fundraising support to local branches of companies supporting MC at a regional or national level
- Build relationships with MC's shops staff and volunteers and support their initiatives
- Build relationships with other Fundraising teams based in the region to understand and contribute to their work where appropriate.
- Build relationships with the local media including press, radio and digital, to gain coverage for Marie Curie
- Proactively use the fundraising database to develop and manage supporter relations
- Work with MC staff e.g. Nursing service staff, hospice staff and MC shop managers, to increase awareness of and support for MC activities.

Promote and organise MC key campaigns at a local level

- Manage the Great Daffodil Appeal at a local level
- Manage all public collections and the collection tin campaign at a local level
- Manage the agreed community fundraising element of MC's large, national campaigns such as Blooming Great Tea Party, and Swimathon
- Promote the gifts in will message to supporters.

Deliver the income target

- Contribute to and deliver against annual budgets, targets and plans
- Monitor on-going performance against agreed plans
- Provide Regional Head of Fundraising with timely updates on performance and produce a monthly fundraising report
- Contribute to the preparation of annual budgets and plans

Managing and Developing People

- Manage the Hospice Fundraising Assistant (s) to ensure fundraising administration support is delivered including income processing and supporter stewardship in line with policies and procedures
- Lead by example and be a go to person in the team sharing knowledge, experience, insights and successes to inspire confidence, ambition and drive fundraising growth across the team
- Support with the coaching and development of Community Fundraisers as directed by the Regional Head of Fundraising
- Assist with recruitment and induction of new community fundraisers as directed by the Head of Regional Fundraising

- Represent the region/department on national projects/work programmes and communicate accordingly
- Work across the organisation to bring people together around the supporter to increase awareness, value and impact.
- Embed a culture of one team, one target, sharing and maximising opportunities, encouraging collaborative working across the region; with the rest of the Fundraising and Engagement Directorate and with the charity as a whole.
- Deputise for the Regional Head of Fundraising as required

Administration

- Ensure that accurate and up to date financial and supporter records are maintained and are accessible
- Providing reports and information about activity, performance, supporters, volunteers etc. as necessary and upon request
- Work within national MC policies, procedures and adhere to legal frameworks
- Receive, record, bank and prepare paperwork for processing by the Supporter Relations Team in accordance with MC policies and procedure
- Undertake administrative duties as required in support of the core product portfolio.

General

In addition to the specific duties and responsibilities outlined in this job description, all Marie Curie employees should be aware of their specific responsibilities towards the following:

- Marie Curie is committed to encouraging volunteering throughout the organisation and as such the post holder will be expected to support and respect volunteers, and may be asked to work alongside or supervise a volunteer as part of their role whilst working at Marie Curie.
- Marie Curie operates a no-smoking policy. The post holder should either be a non-smoker or be prepared not to smoke in **any** Charity premises, grounds or vehicles or when on Marie Curie business outside the office.
- Adhere to all health and safety and fire regulations and to co-operate with the Charity in maintaining good standards of health and safety.
- Adhere to all Marie Curie policies and procedures at all times
- Actively promote and support the safeguarding of vulnerable adults, young people and children, observing and adhering to Marie Curie policies on safeguarding
- Uphold ethical and professional standards and not behave in a manner that is likely to bring the Charity into disrepute.
- Promote and sustain a responsible attitude towards equal opportunities and diversity within the Charity.
- Demonstrate a commitment to on-going registration requirements or any national professional or occupational standards associated with the role.
- Demonstrate a commitment to on-going learning and development and to participate in any training relevant to the role.
- For designated roles, the post holder will be responsible for health & safety, business continuity planning and/or risk management. (These responsibilities will be notified on appointment).

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



Marie Curie Person Specification

Job title: **Senior Community Fundraiser**

Job reference:

Criteria	Essential	Desirable	How assessed
Skills / Abilities	<p>Excellent interpersonal and networking skills</p> <p>Able to plan and organise activities and campaigns, including marketing/PR</p> <p>Able to provide good stewardship to supporters</p> <p>Able to understand volunteer needs and motivations and develop them</p> <p>Sound information gathering and analytical skills.</p> <p>Excellent communication, influencing and negotiation skills</p> <p>Good communication and presentation skills</p> <p>Able to build and maintain good working relationships with people</p> <p>Able to prioritise, plan and organise own workload</p>		CV / Interview / Presentation

	<p>Able to work to targets, plans and budgets</p> <p>Good IT skills including word processing, email and data recording/database use</p> <p>Able to inspire, coach and develop colleagues.</p> <p>Customer relationship database management</p>		
Knowledge	<p>In depth knowledge of fundraising principles, methods and procedures</p> <p>In depth knowledge of marketing, PR etc. principles</p> <p>Awareness of how to motivate and support volunteers, supporters etc</p> <p>Knowledge of fundraising operational procedures (e.g. health & safety, financial, volunteer etc.)</p> <p>Knowledge of how to use media to promote fundraising.</p>	Understanding of strategic planning.	Interview
Qualifications, training and education	Five GCSE's (grade C or above) or equivalent, including English and Mathematics OR Demonstrable literacy and numeracy.	<p>Educated to A level standard or equivalent</p> <p>Holds a relevant professional qualification</p> <p>Member of a relevant professional body.</p>	CV / Certificate of qualification / Test (as applicable)
Experience	<p>Has successfully managed an income and expenditure budget</p> <p>Experience of supervising colleagues</p> <p>Has experience of recruiting and managing volunteers and fundraising groups</p>	Has experience of implementing national campaigns at a local level.	CV/Interview



Marie Curie Terms and conditions

	<p>Has raised funds in a community setting on a paid or voluntary basis or has worked in a related discipline (e.g. PR, marketing, sales, project management etc.)</p> <p>Has provided fundraising ideas and advice to supporters</p> <p>Has worked as part of a team</p> <p>Experience of setting and working to budgets, targets and plans</p> <p>Experience of co-ordinating collections</p> <p>Has engaged different audiences in fundraising activity eg. workplace, schools</p> <p>Has worked with local press/media and has done press releases, photo ops etc.</p>		
Other requirements	<p>Car owner/driver</p> <p>Need to work frequent evenings and weekends</p>		

Job title	Community Fundraiser (experienced level)
Salary scale	Marie Curie Pay Scale Grade D
Annual leave entitlement	33 days (including 8 bank holidays)
Notice period	One Month (after probationary period)
Working hours	35 hours per week
Probationary period	Six months
Disclosure Check	None

Other benefits

- Continued access to NHS Pension Scheme (subject to eligibility)
- Marie Curie Group Personal Pension Scheme
- Season ticket loan
- Loan schemes for bikes; computers and satellite navigation systems

Due to administration costs borne by the charity, we regret that only short-listed candidates will be contacted. If you have not heard from us within four weeks of the below closing date, please assume that your application has been unsuccessful.