

JOB DESCRIPTION

Job Title:	Fundraising Development Executive
Department:	Fundraising
Reporting to:	Head of Committed Giving
Location:	Head Office / Home Based

PURPOSE OF ROLE:

Champion the development of income generation projects within Individual Giving.

Responsible for supporting the Head of Committed Giving in managing and supporting the development and the expansion of our individual fundraising products and offerings such as, Regular Giving, Payroll Giving, Lottery, Free Wills, Raffles and our Christmas Appeal.

Work with the Head of Committed Giving and the wider fundraising team to grow income, build and develop long term relationships with our supporters and aid in the development of new fundraising opportunities, particularly over digital platforms.

MAIN DUTIES AND RESPONSIBILITIES

- Work with the Head of Committed Giving to manage and develop our individual fundraising products and offerings (which include Regular Giving, Lottery, Payroll Giving, Free Wills, Raffles and Christmas Appeal)
- Aid in the innovation, development and implementation of project plans, marketing plans and budgets for each activity while ensuring all key stakeholders are involved in decision making and objectives are met
- Monitor and report on performance vs budgets, feeding into contingency plans when relevant
- Proactively seek out opportunities to grow our fundraising product portfolio, monitoring the market and sector trends, and make recommendations to the Head of Committed Giving
- Provide a first-class supporter stewardship to our supporters through being the first point of contact for our Regular Giving, Lottery, Payroll Giving and Free Wills supporters, on the phone, via email and social media
- Provide support in researching potential corporate partnerships to aid the Fundraising Team in engaging and acquiring new corporate supporters
- Oversee the Free Wills Network referral process.
- Create and maintain a fundraising calendar for the team which will ensure all fundraising opportunities are maximise

- Liaise with fundraising colleagues to ensure that supporter transition where appropriate from community/corporate supporter to individual supporter is seamless
- Lead on the day-to-day management of our supporter database Raisers Edge, to support fundraising activity and ensure a consistent supporter-first approach to data management
- Responsible for recording all details on Raisers Edge accurately and in a timely way and ensuring that supporters are correctly engaged and thanked for their support
- Use database insight to gain a thorough understanding of our current and prospective supporter base to develop the most relevant and successful opportunities to engage them
- Document process and procedure accurately to support activities
- Responsible for running, preparing and presenting weekly and monthly reports of activity against objectives
- Support with managing external relationships within Individual Giving including suppliers and funders such as booking venues, securing attendance, taking notes and actions, managing IT equipment and compiling and distributing documentation
- Proactively ensure all materials produced are accurate and compliant with relevant data protection and Gift Aid legislation
- Work in collaboration with other teams to support charity-wide fundraising and awareness activities such as Breast Cancer Awareness Month events, stock donation etc.
- Ensure a supportive relationship is maintained between Fundraising Development, all of Tenovus Cancer Care's Income Generation Departments and initiatives and the wider organisation
- Resolve efficiently and with care all first line enquiries concerning Individual Giving at Tenovus Cancer Care

PERSON SPECIFICATION

	Essential	Desirable
Experience & Knowledge		
Customer/ Supporter service experience – telephone and face to face	●	
Experience of administration, within the charity sector, fundraising, marketing, or a similar environment.	●	
Experience of coordinating fundraising products and/ or marketing campaigns.	●	
Knowledge of fundraising, individual giving processes from either previous paid or voluntary work within a fundraising organisation.		●
Experience of using databases especially Raiser's Edge.	●	
Good standards of accuracy and attention to detail.	●	
Experience of project management from concept to completion.	●	
Experience of recognising and acting on opportunities to develop new approaches or products, developing objectives, and driving change.		●
Dealing with sensitive information.		●
Skills, Aptitudes & Abilities		
Proficient in relevant Microsoft Office packages, i.e., Word, Excel, PowerPoint, Outlook.	●	
Able to plan and organise a varied and busy workload, including handling conflicting priorities and meeting deadlines.	●	
Good interpersonal skills, including ability to liaise with a wide range of contacts and build and maintain effective working relationships.	●	
Team work - The ability to accept responsibility for own area of work, identifying critical elements and working in a pro-active/solution focused way to achieve.	●	

Good numeracy skills and ability to identify discrepancies which may occur with income figures.	●	
Ability to communicate through the medium of Welsh		●

FLEXIBILITY STATEMENT

In addition to the duties and responsibilities outlines, you must be prepared to undertake such additional duties which may result from changing circumstances, but which may not of necessity change the general character or level of responsibility to the post.

CONFIDENTIALITY

Ensure, in the course of employment, complete confidentiality is maintained in respect of the Charity, its dealings, transactions, affairs and all other information relating to clients, participants, associates, staff etc. and to ensure that all information relating to the above is processed in accordance with the Data Protection Act 2018 and the EU General Data Protection Regulation ('GDPR')

COMPETENCE

You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager.

RISK MANAGEMENT

It is a standard element of the role and responsibility of all staff within the Charity fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

HEALTH AND SAFETY REQUIREMENTS

All employees of the Charity have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Charity to meet its own legal duties and to report any hazardous situations or defective equipment.

SMOKING

All employees, whilst in Tenovus Cancer Care's employment, are required to adhere to the Charity's no smoking policy. Any breach of this policy will be deemed as gross misconduct.

WORKING WITH VOLUNTEERS

All employees, whilst in Tenovus Cancer Care's employment, may be required to recruit and manage volunteers. This is an expectation for all roles at Tenovus and full support will be provided by Tenovus' Volunteering department.

EQUAL OPPORTUNITIES

The Charity is committed to providing equal opportunities in employment and to avoiding unlawful discrimination in employment and against customers. All employees are expected to promote equal opportunities for staff and clients in accordance with the Charity's Equal Opportunity Policy and Procedure.

VALUES

The charity works within a culture that reflects the following values – Integrity, Supportive, Inclusive, Innovative and Collaborative. All employees are expected to demonstrate and reflect these values in their day to day activities.