

Fundraising Development Executive / Swyddog Datblygu Codi Arian

Salary: £28,000

Working Hours: 35 hours per week with flexible working

Place of work: Home / Cardiff City Centre Head Office (1 day a week minimum Head Office working).

We provide you with the IT equipment you'll need and for home working you'll need to have a suitable working area

How to apply: Please email a CV & Cover Letter by the 27 November stating how your experience matches the person specification along with your motivation behind your application to people@tenovuscancercare.org.uk.

The Fundraising Development Executive job

An exciting fundraising admin job where your work has a direct impact to help people with cancer. You'll be joining an experienced and passionate team of changemakers who generate income to support over 190,000 people in Wales living with cancer and beyond.

In this Fundraising Development Executive job you can expect to be doing things like:

- Stewarding our individual giving supporters giving them first class service over the phone and electronically or running a supporter process yourself
- Being a key player in the day to day running from start to finish of our Individual Giving fundraising projects such as Free Wills campaigns, Lottery, Payroll Giving, Individual Giving and annual raffles campaigns helping develop their growth
- Keeping our database and admin systems running smoothly keeping data right and correct, your project plans completed and worked to in a timely way and regular reports ran, written and produced
- Understanding and interpreting data to help guide individual giving work and help source corporate clients

To do well in this Fundraising Development Executive role you'll be able to:

- Creatively come up with ideas in the team and communicate them appropriately and seek input from others
- Show you're a solution finder, proactive and adaptable in your supportive style and collaborative way of working with people
- Be technically capable using a computer and the internet and confident using the phone, computers and internet to communicate
- Communicate confidently to a mixture of groups and individuals and have great interpersonal skills when it comes to working with others
- Keep on top of things when it comes to organisation, deadlines, accuracy and delivering quality work

This is an important job where the work you do helps people affected by cancer when they need it most. So, if you could join us and make a difference at Tenovus Cancer Care we can't wait to hear from you!

Your Staff Benefits

In return you'll be part of a people orientated culture, make impact through a worthwhile cause and have Staff Benefits such as:

- Holidays that increase with length of service
- Your birthday off work once you've been here for 12 months.
- Opportunity to buy up to 10 days of additional annual leave per year
- Occupational sick pay after completion of probationary period
- Contributory pension scheme
- A tailored induction and support programme to help you succeed and excel
- An Employee Assistance Programme (EAP) offering access to 24/7 confidential advice and support
- The opportunity to participate in staff / volunteer activities to support the wider organisation
- The opportunity to learn from, grow with, support and develop people who volunteer with US

About us

Around 20,000 people are diagnosed with cancer in Wales every year. We're proud to support over 10% of those and we want to be there many more.

We give help, hope, and a voice to everyone affected by cancer. We understand how cancer can impact every aspect of life and how it affects families and friends too. Our wide range of services offer information, advice, and specialist support to people living with cancer, and their loved ones.

We're committed to listening to the real experiences of people affected by cancer in Wales to drive the changes that make a difference.

More about US

At Tenovus Cancer Care we're committed to making our workplace diverse and inclusive where everyone feels they belong and can be their authentic selves at work. We're proud to be an equal opportunities employer who does not discriminate based on the Equality Act 2010's Protected Characteristics. All qualified applicants will receive equal consideration for employment and we will adjust our recruitment processes where we can to support people who wish to join us.

When our people talk about working here they're proud to reflect our values. They'll use words such as friendly, fun and welcoming to describe their experience and love our work culture around job flexibility. As well as it being a nice place to work for a good cause the staff benefits are good. On top of the above we've got a stylish Head Office in the heart of Cardiff and things to support you in and out of work like an interactive induction programme, an accessible Learning Platform, development opportunities and experienced managers. We also have a Staff Social Committee who organise regular get togethers!

Your Personal Data

We're committed to being transparent about how we collect and use that data and to meeting our data protection obligations and you can find full details about this in our Job Application Privacy Notice here on our Work for us page on the Tenovus Cancer website.

Should you have any queries regarding the use of your personal data, please contact people@tenovuscancercare.org.uk

