

Job Description:

Fundraising Assistant – December 2019 Salary c£20,000 dependent on experience

Job Purpose:

To work with the Community Fundraising team and other members of the Brain Tumour Research team to ensure effective delivery of the community fundraising strategy and plan.

To forge excellent relationships with volunteers, fundraising groups and individual supporters through a consistent stewardship programme.

To provide support to the Fundraising team at Head Office and in the regions, including with fundraising events, and mass-participation campaigns.

This role is based at head office in Milton Keynes working core office hours, 09:00 to 17:00

Reports to:

Head of Events Fundraising

Direct Reports:

None

Be prepared to converse sensitively and empathetically with members of the public who may be going through current or recent traumatic experiences

Main duties:

- Manage and develop Brain Tumour Research's Community Fundraising Supporter Management programme, which includes recording DIY income; DIY and RunBritain supporter management, liaison, engagement and thanking; running online donation reports; accurate coding of pages, and account management of supporters in regions where there is a Community Fundraising Manager vacancy
- Work closely with Regional Community Fundraising Managers (CFMs) to ensure supporters, volunteers and fundraising groups have access to relevant fundraising advice, guidance and accurate signposting, whilst promoting best practice in fundraising
- Develop and deliver a UK wide, centrally organised strategy that will contact the relevant teams within each neuro hospital, where a Community Fundraising Manager (CFM) is in situ, to organise regular Information Stands taking place on brain tumour Clinic Days. Allowing the CFM to attend and engage with patients and develop relationships with staff, without having to organise, thus reducing CFM administration input

- Manage, recruit and develop a team of runners taking part in the MK Festival of Running
- Research and contact RAGs and Mayoral offices across the Central region with a view to securing Charity of the Year opportunities
- Create and deliver regional and national campaign surveys via Survey Monkey
- Ensure that central administration systems in place at Brain Tumour Research are complied with and that all information relating to supporters and other contacts are correctly entered onto Brain Tumour Research's database
- Act as a liaison between the Community Fundraising Managers and The Finance and Operations Team to provide regular reports and other information to Community Fundraising Team to support delivery of income targets
- Provide regular reports on income to Head of Events Fundraising to inform ongoing strategy
- Be available to undertake ad hoc projects for Head of Events Fundraising and Head of Community Fundraising
- Undertake ad hoc desk research projects when needed
- Work with the Regional PR team to ensure appropriate media coverage for fundraising activities being undertaken by supporters
- Support the research, development and implementation of new Community Fundraising initiatives and products
- Minute taking, recording of actions from meetings, and following up on actions from meetings
- To comply with Brain Tumour Research's internal policies as appropriate
- To undertake any other reasonable duties as required by the Heads of Events Fundraising, Community Fundraising and the Director of Fundraising and members of the MT
- To ensure that all relevant charity and other legislation is complied with