

## **Job Description:**

### **Community Fundraiser – East Midlands**

#### **Our Mission**

To increase the UK investment in brain tumour research  
Brain tumours kill more children and adults under the age of 40 than any other cancer, yet just 1% of the national spend on cancer research has been allocated to this devastating disease.

Brain Tumour Research is determined to change this!

We are the only national charity in the UK focused on finding a cure for all types of brain tumours through campaigning to increase the national investment in brain tumour research to £35 million per year, while fundraising to create a network of seven sustainable Brain Tumour Research Centres of Excellence across the UK.

#### **Job Purpose:**

As a Community Fundraiser you will support our mission, by delivering on our strategic plans, objectives and mission, through generating and growing our income through community fundraising activities.

Raising awareness and engaging with people with the work Brain Tumour Research does is another key purpose of this role. This is currently achieved through the recruitment and then supporting the fundraising of individuals, challenge event participants, our Fundraising Groups and Charity of the Year partnerships.

As well as growing our supporter base, you will sustain our supporter base and provide excellent stewardship at all times.

Brain Tumour Research holds annual challenges and events to generate income, however as well as using these opportunities to generate income for the charity, our Community Fundraisers will:

- Own the recruitment of new prospects and all stewardship of supporters for our three key Wear A Hat Day events taking place throughout the year.
- Stewardship and management of Challenge events such as the Peak District Challenge taking place in July.
- Seek new opportunities to maximise fundraising across Derbyshire, Leicestershire, Lincolnshire, Nottinghamshire and Rutland.

**Contract Type:** Full Time (35 hours pw) – Permanent

**Salary:** Circa £28k pa

**Location:** Home based in Derbyshire, Leicestershire, Lincolnshire, Nottinghamshire or Rutland

**Reports to:** Community Development Manager.

**Direct reports:** None.

**Main duties:**

- Ensure supporters, volunteers and fundraising groups have access to relevant fundraising advice, guidance and accurate signposting, whilst promoting best practice in fundraising.
- Manage, and continuously develop and improve your region through excellent stewarding of existing supporters, regional social media and recruitment of new supporters, including securing new partnerships such as charity of the year and Fundraising Groups.
- Keep our CRM database fully up to date with information about our supporters and their fundraising activities.
- Connect with local neuro hospitals within your area in order to organise regular information stands taking place on brain tumour clinic days, and to book in visits from the Community Development Manager as appropriate.

**Requisite Skills and Experience:**

- Experience in community fundraising, donor management and stewardship.
- A good communicator, with the ability to converse sensitively and empathetically with members of the public, who may be going through current or recent traumatic experiences.
- Ability to work proactively and independently.
- Able to identify and maximise opportunities.
- Flexible, embraces change and development, and is able to work occasional evenings and weekends when necessary.
- Experience of working with a database / CRM.
- Experience of working with MS Office, especially confident in Word and Excel.
- Outstanding organisation skills.
- Access to a car and full driving would be ideal but not essential.