

Job Description

# Fundraiser

## Job Description

<b>Job Title:</b>	Fundraiser
<b>Main Purpose:</b>	You will be responsible for making a significant contribution towards the WPCC team reaching annual budgeted income, pro-actively developing new fundraising relationships within pre-defined audience groups and working as part of the team to source new opportunities which maximise income and awareness of the work of Weston Park Cancer Charity
<b>Responsible to:</b>	Business Development Manager
<b>Job location</b>	Primary base Weston Park Cancer Charity Office, Whitham Road, Sheffield S10 2SJ (elsewhere and event site working as required)
<b>Hours</b>	37.5 per week
<b>Salary</b>	£22-24k
<b>Benefits</b>	6% pension contribution Westfield Health Cover upon completion of probationary period
<b>Contract</b>	Permanent (initial 12 months contract)
<b>Application closing date</b>	Tuesday 8th October 2019 at 4pm
<b>1<sup>st</sup> Interview date</b>	Wednesday 16 <sup>th</sup> October 2019

Weston Park Cancer Charity is committed to fund things the NHS cannot, and raises over £2million every year to provide; practical help to those in need, emotional support to those in despair and enhanced care for those who need it most.

We are

- Caring and supportive
- Dedicated to delivering the best
- Knowledgeable and professional
- Aspirational and curious
- Proud to be a part of Team Weston Park

We are seeking a proactive, experienced, events professional who shares our values to join Weston Park Cancer Charity's busy charity team.

Our Fundraiser will play a vital part of our Fundraising team and help us to deliver our vision: a better life for those living with, and beyond, cancer in our region.

If you are interested in progressing your career within an organisation which makes a real difference to the lives of thousands of people we'd love to hear from you.

**About you:**

- We are seeking an individual to join our team to engage with supporters
- It will involve working with a dynamic and energetic fundraising team and our team of dedicated volunteers.
- You will have excellent communication skills to work with a range of stake holders including staff from across the organisation, donors and potential donors, volunteers, Patrons and ambassadors, members of the public, the media and Trustees.
- You will be able to motivate and facilitate supporters to maximise the funds they raise
- You will be able to inspire new supporters to raise money, while maintaining and developing relationships with existing supporters
- You will be able to raise awareness of the charity and its work at local and national levels, e.g. giving talks to groups
- You will be able to manage and update databases to record donor contact and preference information

**Principle Duties:**

- Work with Business Development Manager and team to deliver income against agreed targets from key audiences: companies & workplace groups (including public facing workplaces such as supermarkets, pubs and small business & WPCC staff)
- Take responsibility for the stewardship, retention & development of key accounts, organisations and individuals within these audience groups
- Pro-actively source new opportunities & develop new fundraising relationships within your designated audience groups
- Professionally represent WPCC at a variety of events for the purposes of donor recognition, donor recruitment & charity awareness
- Collaborate with the team to contribute to the overall fundraising income target by cross selling opportunities and passing leads on to relevant team members
- Collaborate with the team to contribute to other organisational objectives specifically data collection & volunteer recruitment
- Contribute to the development of an effective fundraising strategy- in line with the organisations 5 year plan
- Produce timely and accurate reporting to the management team as required
- Work within WPCC guidelines to ensure consistency in messages delivered by staff, volunteer and supporters
- Ensure all fundraising activity complies with laws and best practice governing charitable activity, most notably General Data Protection Regulations and the Fundraising Regulator code of practice
- Ensure that all activities and contacts are managed through WPCC systems and procedures
- Attend and contribute to fundraisers meetings, team meetings and 'away days'

**General Responsibilities:**

Every employee is required to:

- Adhere to, and comply with, organisational policies, procedures and guidelines at all times.
- Take all reasonable steps to manage and promote a safe and healthy working environment which is free from discrimination.
- Comply with the organisational policy on confidentiality, and the General Data Protection Regulations
- Respect the confidentiality and privacy of donors, guests and staff at all times.
- Maintain a constant awareness of health, welfare and safety issues affecting colleagues, patients, visitors and themselves.
- Participate in personal training, development, appraisals and undertake all relevant training as required.
- To ensure that all staff, customers, partners, volunteers and users are respected and valued
- Uphold the commitment of the organisation to equality and diversity

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

**To apply:**

If you are interested in applying for this position, please send your CV and a covering letter stating why you believe you are suitable for this role to:

**Apply by post:**

Private and Confidential  
Darren Hayes  
Business Development Manager  
Weston Park Cancer Charity  
Whitham Road  
Sheffield  
S10 2 SJ

**Apply by email: to**

[darren.hayes@sth.nhs.uk](mailto:darren.hayes@sth.nhs.uk)

We are unable to confirm receipt of applications. Shortlisted candidates will be invited to interview – Wednesday 16<sup>th</sup> October if you haven't heard from the charity by Wednesday 9<sup>th</sup> October you can assume on this occasion your application has been unsuccessful.

