

## JOB DESCRIPTION

---

<b>Job Title:</b>	Fundraising Manager
<b>Department:</b>	Income Generation
<b>Reporting to:</b>	Head of Fundraising
<b>Location:</b>	Home Based

---

### PURPOSE OF ROLE:

As our Fundraising Manager, you will be responsible for leading our philanthropic and corporate fundraising efforts outside of Wales. Initiating and building relationships with those with close connections to Wales, health and wellbeing or Tenovus Cancer Care's aims, objectives as Wales' leading cancer charity.

You will identify, develop and deliver fundraising opportunities and initiatives, building on our existing networks of supporters and committees while developing new relationships and partnerships, to create a financially sustainable model that supports Tenovus Cancer Care to grow our income outside of Wales.

Your track record of fundraising and relationship development should enable you to work with grant-givers, major gift, commercial, and corporate sources.

### MAIN DUTIES AND RESPONSIBILITIES

#### *Operational:*

- To contribute to the Fundraising Team relationship and stewardship focused fundraising strategy with a core aim of Fewer, Bigger, Better and deliver against income targets.
- To oversee the development of individual and corporate high value donor relationships, and to personally manage a portfolio of prospects and donors.
- To manage and develop our Cancer is Everyone's Business London Committee, while scoping out the possibilities of setting new committees up outside of Wales.
- To ensure the delivery of the highest standards of support, service and stewardship to high value and major donors, ensuring compliance with donor monitoring and reporting requirements.
- To prepare bespoke cultivation plans for each corporate and major donor and to liaise with colleagues across the organisation as appropriate to manage the delivery of the plan ensuring information is captured and recorded accurately on Raisers Edge NXT.

### *Financial Management:*

- Manage projects to time and within budget, whilst working creatively to deliver solutions in a multi-cultural environment
- To produce regular reports and analysis on income and expenditure, and quarterly re-forecasting.
- To be accountable for monitoring and reporting against objectives, outcomes and KPIs.

### *Working Relationships and Contacts*

- Building effective working relationships with high level internal stakeholders such as CEO, Leadership Team, Trustees.
- Work with the Fundraising Team and volunteers to lead on the identification and research of potential new corporates and major donors to produce a pipeline of prospects and income opportunities.
- Working closely with the Fundraising Management Team, you will contribute to the overall strategy and development of high value fundraising activities.
- To employ a variety of personal engagement and communications methods to ensure that prospects and supporters become, and remain, fully engaged with our cause e.g. manage donor and prospect project visits and other cultivation events, send out impact reports.
- Work with the Data Officer to identify, qualify and cultivate new donors.
- Work with existing advocates and recruit new advocates to make introductions within their networks to build your portfolio of donors and prospects.
- Engage new donors through a range of bespoke touchpoints and opportunities to pique their interest. This will include attending inspirational events.
- Work with the Support Services and Policy & Insight Teams to identify suitable projects within the charity's plan to build cases for support and wish lists for new and existing donors, creating tailored presentation materials and reports to evidence need and impact.
- To communicate and motivate all members of the Fundraising team and wider organisation to embrace the One Team, One Target, ethos.

### *Other*

- Keep up to date with news within the sector including competitor activity and latest trends.
- Ensure that all activities meet Charity Commission requirements, the Charities Act, GDPR regulations and all other relevant statuses.
- Follow the internal fundraising policies and best practice and understand international fundraising policies and procedures.

## **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 – Respectful, Bold, Creative, Supportive and Inspiring. All employees are expected to demonstrate and reflect these values in their day to day activities.

---

## PERSON SPECIFICATION

	Essential	Desirable
<b>Experience &amp; Knowledge</b>		
Demonstrable experience of achieving income against agreed targets, with a proven track record of personally securing four and five figures	●	
Demonstrable experience of recruiting new high net worth clients/donors and / or corporates	●	
Experience of developing and delivering exceptional donor and customer care	●	
Experience of producing written reports and proposals, delivering information in both formal and informal styles	●	
Experience of identifying, researching and developing opportunities to ensure maximum income is raised and targets are met	●	
Management or leadership experience of motivating and inspiring people to achieve success	●	
Experience of overseeing fundraising activity including the development and support of volunteers and all other resources		●
Third sector fundraising experience working or volunteering in a similar role		●
Event management experience		●
Membership of Chartered Institute of Fundraisers		●
<b>Skills</b>		
Ability to apply a broad range of communication skills to influence, motivate and persuade a wide range of people to donate	●	
Strong presentation and public speaking skills	●	
Excellent networking and influencing skills at the highest level	●	
Excellent organisation, prioritisation and time management skills with the ability to deliver to a deadline under pressure	●	
Proficient in Raiser's Edge NXT or similar database		●
Ability to build and sustain strong relationships with a diverse range of people	●	
Financial acumen and good budgeting skills	●	
Proven ability to plan, develop and achieve results from new ideas	●	
A willingness to work variable hours, with regular evening and weekend work and to travel within the UK	●	
Ability to communicate through the medium of Welsh or a willingness to learn		●