



**Brain Tumour  
Research**

Together we will find a cure

## **Brain Tumour Research - Job Description**

### **Community Fundraiser East Midlands**

#### **Job Purpose:**

This is a fantastic opportunity for an individual who wants to make a difference in one of the most innovative and exciting medical research fundraising charities in the UK.

As the Community Fundraiser for East Midlands, you will play a crucial role in helping the charity meet its strategic plans and objectives, which include 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.

Your role will be to generate and grow our income through community fundraising activities, contributing to a regional team target more than £1.4 million.

Raising awareness is key, and community fundraisers do this by engaging people with our work, recruiting, and supporting the fundraising of individuals, challenge event participants, our Fundraising Groups and Charity of the Year partnerships. You will also build and sustain our supporter base, always providing excellent stewardship.

You'll enjoy being part of and contributing to a busy, experienced, fast-working, and dedicated fundraising team while working cross functionally with other departments such as PR, and Research, Policy and Innovation.

Brain Tumour Research is an exciting, innovative, and ambitious charity. We are passionate about finding a cure for brain tumours through the establishment of dedicated Brain Tumour Research Centres of Excellence around the UK.

**Reports to:** Community Development Manager

**Direct Reports:** None

**Location:** Home based, East Midlands; Derbyshire, Leicestershire, Lincolnshire, Nottinghamshire, Rutland

**Hours:** Full-time, 35 hours per week

#### **Requisite Skills and Experience:**

- Experience in community fundraising, donor management and stewardship are essential
- 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
- Ability to self organise, prioritise and meet deadlines
- Flexible, embraces change and development, and must be able work occasional evenings and weekends when necessary to support organisational needs
- Ability to analyze problems and develop solutions
- Experience in meeting financial targets is essential
- Experience presenting information to groups and individuals clearly and concisely
- Experience working with a CRM / database
- Knowledge of Charity Law, GDPR and the Fundraising Regulator
- Experience working with MS Office, especially Word and Excel
- Access to a car and full driving license would be ideal but not essential
- Excellent communication skills, including strong listening skills
- Excellent time management skills

**Main duties:**

- Ensure supporters, volunteers and fundraising groups have access to relevant fundraising advice, guidance and accurate signposting, whilst promoting best practice in fundraising
- Research and manage a pipeline of opportunities across community fundraising within your region, identifying new opportunities and developing existing income streams
- Attend networking events, representing the organisation whilst building relationships and meaningful connections to broaden our supporter base
- Communicate impact, share approved case studies, updates and engage supporters in activities to strengthen their relationship with Brain Tumour Research
- Manage, and continuously develop 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
- Support the formation of volunteer fundraising groups, with the aim of maximising the funds they raise
- Co-ordinate the recruitment and appropriate use of volunteers to support local fundraising

- Maintain relationships with current supporters, while building relationships with new supporters
- Work collaboratively with the Fundraising team, generating ideas and solutions in order to meet financial target and support others meet their targets
- Communicate with different departments, sharing knowledge to support the wider team to meet top level objectives
- Keep our CRM database up to date with information about our supporters and their fundraising activities
- Engage with medical teams at neuro hospitals within your area in order to organize information stands on brain tumour clinic days to ensure the charity is known to patients and their families
- Assist the Fundraiser team with any other tasks as determined by Director of Marketing and Communications