

Brain Tumour Research - Job Description

Office Based/hybrid Community Fundraiser- West

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 one of the Community Fundraisers for the West region, based at our head office in Milton Keynes, 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 of £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: Office based / hybrid working - Milton Keynes

Hours: Maternity cover/fixed term contract, 35 hours per week

Requisite Skills and Experience:

- 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
- Experience in meeting financial targets
- Experience in community fundraising, donor management and stewardship **is preferred**
- Experience working with a CRM / database is preferred
- Knowledge of Charity Law, GDPR and the Fundraising Regulator
- Experience working with MS Office, especially Word and Excel
- Excellent communication skills, including strong listening skills
- Excellent time management skills

Main duties:

- Maintain and develop relationships with current fundraisers and supporters, while building relationships with new supporters
- Manage, and continuously develop your region through excellent stewarding of existing supporters, regional social media and recruitment of new supporters,
- Ensure supporters, volunteers and fundraising groups have access to relevant fundraising advice, guidance and accurate signposting, whilst promoting best practice in fundraising
- Communicate impact, share approved case studies, updates and engage supporters in activities to strengthen their relationship with Brain Tumour Research
- Work collaboratively with the Fundraising team, generating ideas and opportunities to meet financial targets
- Work with other teams within the charity, including Finance, PR, Marketing and other fund-raising teams in order to maximise best practice and supporter experience. Comply with Brain Tumour Research's internal policies as appropriate.
- Keep our CRM database up to date with information about our supporters and their fundraising activities
- Occasional travel to Cardiff/Bristol for regional meetings