

JOB DESCRIPTION

Job Title: Philanthropy Fundraiser

Location: Lingen Davies Cancer Fund offices at Royal Shrewsbury Hospital. Potential to work from Telford and Newtown offices and homeworking on occasions. The role involves travel across Shropshire, Telford and Wrekin and Mid Wales to visit current and prospective supporters as required.

Hours: Full time (37.5hours) or 08.FTE (30 hours) per week. Hours will usually be worked between 7.30am and 6pm to meet the needs of the organisation. Flexible working times as well as evening and weekend work will be required (time off in lieu given)

Main Purpose of the Role

Working with colleagues to grow and develop our fundraising activities across Shropshire, Telford and Mid Wales, with a focus on corporate supporters, major donors, and regular giving.

Providing support and guidance to existing partners and developing leads for new support. Working towards financial targets and regularly reporting progress.

Collaborating closely with other members of the Fundraising and Communications team, to gain social media and media coverage.

Attending community events to network and promote Lingen Davies. Delivering presentations to diverse audiences and using internal CRM system to ensure accurate data recording.

Key Tasks

- Attend regular networking events across the region, presenting and encouraging local businesses to support Lingen Davies
- Present to new potential partners and donors, keeping excellent up to date knowledge of Lingen Davies activities, and making a compelling case for support
- Keep in regular and appropriate contact with corporate partners, ensuring they are well supported and thanked for their contributions
- Work with the wider team to identify opportunities for corporate volunteering, ensuring opportunities are appropriate, meaningful and mutually beneficial
- Liaise with colleagues in the LiveLife team, ensuring that we are offering a joined-up approach to external partners
- Support the development of an effective major donor stewardship programme, attracting and managing relationships with those able to donate significant sums of money to the charity
- Support the growth of our regular giving scheme, encouraging people to sign up and give monthly, and ensuring excellent stewardship of these donors

- Support the wider team in organising and delivering fundraising and engagement events
- Deliver speeches and presentations to a range of audiences across the community
- Work with colleagues to assign new supporters to the appropriate team member, ensuring an excellent supporter journey for all supporters
- Liaise with colleagues to ensure appropriate social media and media coverage of fundraising activities
- Work towards challenging financial targets and report with regular updates
- Make full use of our internal Customer Relationship Management System to ensure useful and accurate records of activities are kept.
- Support the general activities of the fundraising team and wider charity, working collaboratively and identifying opportunities for income growth across the region
- Maintain an awareness of best practice standards in fundraising and ensure your work complies with these

Responsibilities of all staff

- Work collaboratively with colleagues from across the charity to share ideas, contacts, and opportunities. Support charity-wide initiatives and activities as required.
- Represent Lingen Davies at external meetings where relevant
- Build and maintain close relationships with colleagues across Lingen Davies, alerting them to potential health promotion and income generation opportunities and working collaboratively on key initiatives, including major events
- Contribute to a positive working environment, including working collaboratively to overcome operational challenges and improving internal systems.
- Be available for and represent the Lingen Davies Cancer Fund at publicity events, cheque presentations, etc. addressing audiences as appropriate and promoting the charity
- Carry out other tasks that are within the scope, spirit and purpose of the role

Person Specification

Education

- Educated to A Level/NVQ Level 3 standard or be able to demonstrate equivalent professional experience.

Knowledge, Skills and Experience

- Experience of fundraising and/or business development
- Experience of presenting or pitching, ideally within a business-to-business environment
- Confident in encouraging others to participate in fundraising activities
- Strong communication and listening skills
- Experience in public speaking and/or networking
- Working within clearly defined budgets and towards ambitious fundraising income targets
- Ability to work at times without direct supervision, using agreed procedures to manage your own workload
- Confident with use of computer systems, including Microsoft products such as Word, Excel and Powerpoint, as well as experience of using a CRM database or similar.

Values and Personal Attributes

- Friendly, warm positive and professional
- Able to take direction as well as work on own initiative, and think on your feet
- A team player, with a willingness to support colleagues and be adaptable
- Enthusiastic and resilient, with a passion to deliver
- A genuine desire to make a positive difference to lives affected by cancer in Shropshire, Telford & Wrekin, and Mid Wales
- A willingness to working within the Lingen Davies Values:
 - Ambitious and Committed
 - Honest and Resourceful
 - Experienced and Progressive
 - Friendly and Supportive
 - Proud to be part of our amazing community

This role will work across our region of Shropshire, Telford & Wrekin, and Mid Wales. Therefore, it is essential that the postholder holds a full, clean driving licence with access to a vehicle insured for business use.

It will also be important that the postholder has the flexibility to work outside of office hours, both at weekends and during the evenings, on a regular basis.