



Job Description: COMMUNITY FUNDRAISING OFFICER (London & Northwest)

Reporting To:

Fundraising Development & Communications Manager

Hours of Work:

Core business hours – 09.00am–5.30pm Monday – Friday. Working outside core hours may be required with weekend and evening events during the year. In the event you are required to work outside core hours, lieu time will be given in accordance with our Staff Handbook.

Location:

The position is home based. You will be expected to cover a geographical area within fifty miles radius of London or Manchester. You will be required to attend four 'all charity team' meetings per annum (two virtually and two in person) and monthly fundraising team meetings and 121 meetings with your manager.

About Look Good Feel Better:

Look Good Feel Better is a national cancer support charity delivering services in hospitals, cancer care centres and luxury spas and hotels in local communities across the UK. Services include face to face and online group sessions; video tutorials; online guides and information. Our services help enable people to face cancer with confidence, to regain their sense of normality, to make friends and most of all to look good and feel better. Since our launch in 1994, we have provided support to over 200,000 people and this year is our 30th Anniversary year.

Outline of the Role:

The charity is now embarking on a significant growth plan which will see the number of beneficiaries supported, volunteers registered, and income raised all treble within the next 3 years. Through substantial investment in our Fundraising and Communications Team, this role will be instrumental in assisting with our income growth from £1.4M p.a. to £3M by the end of 2027.

Key Accountabilities:

With support from the Director of Fundraising and Fundraising Development & Communications Manager, you will be responsible for generating income from community audiences within your geographical area.
Identification, cultivation and development of a new geographical fundraising area from income sources within the community – business, social groups, organisations and associations, clubs and societies, religious groups and schools.
Through your expert relationship management skills, you will cultivate and develop opportunities with a small portfolio of existing local supporters (individuals, organisations and businesses) to drive up income targets.
To provide an excellent supporter experience and to maximise net income.
The annual fundraising target from this role is first 12 months = £75,000 – £100,000, 12 – 24 months = £100,000 – £125,000, 24 months onwards £125,000 – £150,000 p.a.

Key Responsibilities:

1. Securing new income from community audiences through referrals and introductions from existing supporters and sourcing of new funders within the community, including businesses, social groups, organisations and associations, clubs and societies, religious groups and schools
2. Identification of new opportunities to build and manage a pipeline of supporters with the ability to provide year on year funding
3. Secure long-term community partners and volunteers through attending external meetings and events, writing bid applications and making presentations
4. Developing a number of fundraising committees in your area that can support key annual fundraising initiatives such as Let's Go For Brunch, Bags of Confidence, SWALK Sponsored Walks, local challenge events.
5. Raise awareness of services within local communities through generating awareness in local press and radio
6. Recruitment of individuals to participate in local challenge events
7. Managing income and expenditure budget and responsible for forecasting and monthly reporting
8. Ensure Community fundraising activities are in compliance with key legal and statutory requirements including Data Protection and charity regulatory bodies
9. Networking within the charity sector and keeping abreast of developments within the sector, to keep informed of changes in fundraising trends and best practice and keep own knowledge up to date

Preferable Skills:

1. Minimum of 2 years fundraising experience gained in community fundraising environment	Essential
2. Experience in the stewardship and cultivation of donors	Essential
3. Experience in the development of new business fundraising pipelines	Essential
4. Experience in making B2B approaches	Advantageous
5. Knowledge and experience of using a CRM system	Advantageous
6. Experience of recruiting and developing volunteer fundraising committees	Essential
7. Strong knowledge of Microsoft Word, Excel and PowerPoint	Advantageous
8. Strong relationship development and management skills	Essential
9. Excellent verbal and written communications skills	Essential
10. Excellent organisational and time-management skills	Essential
11. A clean full driving licence and car owner	Essential

Personal Attributes:

- Passionate about supporting people living with cancer
- Experience of working for a cancer charity preferable but not essential
- Ability work effectively on own but also as part of a remote team
- Confident and out-going personality
- Ability to prioritise workload effectively and show initiative where necessary
- Strong attention to detail

Benefits:

- Competitive salary
- 25 days annual Leave (increasing to 28 days with length of service)
- Holiday purchase scheme (up to an additional 5 days per annum) + bank holidays
- Pension scheme
- Healthcare scheme