

Job Description

The charity

We're Breast Cancer Now, the charity that's steered by world class research and powered by life-changing care. We're here for anyone affected by breast cancer, the whole way through, providing support for today and hope for the future.

If we all act now, by 2050 we believe everyone who develops breast cancer will live and have access to the care to live well.

Job title	Community Fundraising Manager, North & Midlands
Directorate	Fundraising, Communications and Engagement
Team	Regional Community Fundraising
Job title of reporting manager	Senior Regional Community Fundraising Manager
Job title(s) of direct reports	None
Document created (Month and Year)	September 2022

Job purpose

To provide an excellent supporter experience and to maximise net income from developing long term, high value relationships with a portfolio of community supporters across the midlands and north of England.

Key tasks and duties

- Maintain and grow income from an existing portfolio of supporters across your region. These include, Community Fundraising Volunteers, (groups and individuals), in aid of long term supporters, local companies (including local support of our biggest corporate partner Asda) and clubs and societies.
- Build deep and long-lasting relationships with all the supporters in your portfolio, always seeking and maximising new opportunities to improve relationships and increase engagement and income.

- Develop and deliver tailored stewardship plans for existing and new supporters, to maximise all the ways the supporter can help Breast Cancer Now and build a long-term holistic relationship with them.
- Generate new income for the various income streams by securing referrals and introductions from your portfolio of existing supporters.
- Be out and about, frequently meeting supporters for coffee, getting to know them and employing an entrepreneurial spirit to add new opportunities to your income base all the time.
- You will be able to show you can deliver against fundraising income targets and KPI's.
- You will take ownership of your income targets and provide regular budget projections and pipeline of income versus target working alongside your manager.
- Build great relationships at all levels internally, particularly working with colleagues in the regional offices to ensure the work of the Community and Events Fundraising Team is understood and supported by other teams.
- You will always prioritise your time on your key objectives of building up relationships and growing income.
- Ensure all fundraising activity is carried out in adherence with charity law, regulations, and Breast Cancer Now's best practice standards.
- Be an enthusiastic ambassador at events in venues across the region or nation and support volunteer representatives, to deliver Breast Cancer Now's vision and key messages, ensuring that the charities profile and reputation are enhanced.

Person Specification

Qualifications and Experience

It is **essential** for you to have the following qualifications and experience::

- Substantial experience of successfully working with high value and complex supporters to develop long term relationships and maximise funds raised
- Experience of proactively spotting fundraising opportunities and delivering growth either through a community, major giving or corporate background
- Experience of successfully leading face to face meetings with supporters to build relationships and grow income
- Experience of working with and presenting to supporters of all types (from Chief Executives, event committees, clubs and societies and local companies) to retain, grow and secure their long-term support

- Knowledge and experience of strategy, KPI, and budget development and their delivery
- Able to work remotely or autonomously towards a shared strategy and objectives
- Working knowledge of relationship management databases

Skills and Attributes

It is **essential** for you to have the following skills and attributes:

- Drive, enthusiasm and determination to deliver targets, can deal positively with setbacks, and be able to identify and implement solutions to difficulties.
- The ability to be diplomatic and assertive so you can achieve the best outcomes for the charity.
- The ability to sell; an excellent influencer and negotiator who can develop long lasting working relationships and inspire confidence.
- Commitment to the very highest standards of volunteer and supporter care.
- Excellent verbal communication skills.
- Excellent written skills with attention to detail.
- Ability to liaise with and gain the trust and respect of a wide range of people at all levels with focus on volunteers and supporters.
- Excellent time management and organisational skills with the ability to plan and prioritise work; handle conflicting demands, manage a wide range of projects and meet tight deadlines.
- Highly motivated with the ability to take the initiative on implementing and advancing community plans.

Role Information

Key internal working relationships

You will work closely with the following:

- Colleagues within the Fundraising, Communications and Engagement Directorate
- Colleagues within the Community Fundraising team
- Colleagues within regional offices
- Colleagues at all levels across Brand, Digital and Data teams

Key external working relationships

You will work closely with the following:

- A broad range of supporters made up of individuals, groups and local companies
- Professional fundraising networks and wider charity networks

General information

Location of role	<p>This role is based in our Sheffield office. However, in line with our hybrid working practice, full-time staff members may choose to work up to three days per week from home. The other days will be primarily based in:</p> <p>St James House, Vicar Lane, Sheffield S1 2EX</p>
Hours of work	<p>35 per week, Monday to Friday with the expectation of working out of hours as required for delivering the role, for example Community Group evening meetings, breakfast meetings, weekend challenge event activities etc. Travel to London for team and department meetings.</p>
Contract type	<p>Permanent</p>
Medical research	<p>We fund medical research of which some may involve the use of animals. Our aim is to save lives and our research using animals is only when there are no alternatives.</p>
Conflict of interests	<p>You will be obliged to devote your full attention and ability to your paid duties. You should not engage or participate in any other business opportunity, occupation or role (paid or non-paid) within or outside of your contracted hours of work which could impair your ability to act in the best interests or prejudice the interests of the charity or the work undertaken.</p>
Immigration, Asylum and Nationality Act 2006	<p>You should not have any restrictions on your eligibility to indefinitely work or reside in the UK.</p>