



Marie Curie Job Description

Job title:	Community Fundraiser
Department:	Community Fundraising
Location:	Buckinghamshire and Oxfordshire
Reports to	Fundraising Manager
Accountable to	Head of Community Fundraising - Region

Job Purpose/Summary

To build and develop fundraising relationships in the community, by providing excellent stewardship and support to our Fundraising Groups and volunteers, in order to increase income and deliver the agreed Community Fundraising strategy.

Key relationships

Internal

- Head of Community Fundraising
- Community Fundraising colleagues
- Fundraising Volunteer Development Managers
- Fundraising Groups and Volunteers
- Senior Volunteers and Patrons
- Events Delivery Team
- Partnerships and National Corporate teams
- Mass Participation Team Product Managers
- Regionally based fundraising teams such as Regular Giving, Major Gifts and Legacies
- Supporter Relations Team and other Marie Curie (MC) central teams
- Area Retail Managers
- Regional Managers Marie Curie Nursing Service
- Hospice Managers, Clinical Nurse Managers and other key MC staff

External

- Supporters
- Local media
- Local community contacts
- External fundraising networks and contacts from other charities.

Accountabilities (Duties & Responsibilities)

Maintain and develop the Fundraising Group and Volunteer network

- Provide excellent stewardship and on-going support and motivation to a network of fundraising groups in liaison with the Region's Fundraising Volunteer Development Manager
- Identify, research and form new fundraising groups in the community by organising community days and meeting potential volunteers face to face
- Create and deliver an annual volunteer recruitment plan to grow numbers of volunteers in dedicated roles
- Induct, train and manage volunteers
- Maintain and develop relationships with MC Patrons and ensure appropriate support for key initiatives

Build and maintain strong fundraising relationships

- Provide support to existing Fundraising My Way (in aid of) supporters, encouraging repeat or on-going activity
- Proactively seek new Fundraising My Way support in the local community
- Build relationships with local community groups and give talks where possible to encourage their support and adoption of MC
- Follow up prospects identified by the Hot Prospect Action List
- Represent the charity confidently in a range of formal and informal settings
- Support high value event participants to achieve their targets.
- Provide excellent supporter service to enquirers from members of the public, via phone, mail and in person, and encourage their support
- Promote MC fundraising activities to new supporters including workplaces, schools/universities and clubs
- Provide fundraising support to local branches of companies supporting MC at a regional or national level
- Build relationships with MC's Retail staff and volunteers and support their initiatives
- Build relationships with other Fundraising teams based in the region to understand and contribute to their work where appropriate.
- Build relationships with the local media including press, radio and digital, to gain coverage for Marie Curie
- Proactively use the fundraising database to develop and manage supporter relations
- Work with MC staff e.g. Nursing service staff, hospice staff and MC shop managers, to increase awareness of and support for MC activities.
- Maintain a good, up to date working knowledge of local service provision

Promote and organise MC key campaigns at a local level

- Manage the Great Daffodil Appeal collections at a local level
- Manage all public collections and the collection tin campaign at a local level
- Manage the agreed community fundraising element of MC's large, national campaigns such as Blooming Great Tea Party and Swimathon
- Promote the gifts in will message to supporters.

Deliver the income target

- Contribute to and deliver against annual budgets, targets and plans
- Monitor on-going performance against agreed plans
- Provide Fundraising Manager with timely updates on performance and produce a monthly fundraising report
- Ensure the Region's Fundraising Volunteer Development Manager is updated on fundraising group and volunteer recruitment plans
- Contribute to the preparation of annual budgets and plans

Administration

- Ensure that accurate and up to date financial and supporter records are maintained and are accessible
- Providing reports and information about activity, performance, supporters, volunteers etc. as necessary and upon request
- Work within national MC policies, procedures and adhere to legal frameworks
- Receive, record, bank and process income in accordance with MC policies and procedures
- Undertake administrative duties as required in support of the core product portfolio.

General

In addition to the specific duties and responsibilities outlined in this job description, all Marie Curie employees should be aware of their specific responsibilities towards the following:

- Marie Curie is committed to encouraging volunteering throughout the organisation and as such the post holder will be expected to support and respect volunteers, and may be asked to work alongside or supervise a volunteer as part of their role whilst working at Marie Curie.
- Marie Curie operates a no-smoking policy. The post holder should either be a non-smoker or be prepared not to smoke in **any** Charity premises, grounds or vehicles or when on Marie Curie business outside the office.
- Adhere to all health and safety and fire regulations and to co-operate with the Charity in maintaining good standards of health and safety.
- Adhere to all information governance, privacy and security policies, standards, guidelines and procedures; practise and promote secure behaviours
- Adhere to all Marie Curie policies and procedures at all times
- Actively promote and support the safeguarding of vulnerable adults, young people and children, observing and adhering to Marie Curie policies on safeguarding
- Uphold ethical and professional standards and not behave in a manner that is likely to bring the Charity into disrepute.
- Promote and sustain a responsible attitude towards equal opportunities and diversity within the Charity.
- Demonstrate a commitment to on-going registration requirements or any national professional or occupational standards associated with the role.
- Demonstrate a commitment to on-going learning and continuing professional development via the Community Fundraising Training Pathway
- For designated roles, the post holder will be responsible for health & safety, information governance, business continuity planning and/or risk management. (These responsibilities will be notified on appointment).

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the




Marie Curie Person Specification

post holder

Job Title: Community Fundraiser

Criteria	Essential	Desirable	How assessed
Skills / Abilities	<p>Able to provide good stewardship to supporters</p> <p>Able to understand volunteer needs and motivations and develop them</p> <p>Excellent interpersonal and networking skills</p> <p>Good communication and presentation skills</p> <p>Able to build and maintain good working relationships with people</p> <p>Able to prioritise, plan and organise own workload</p> <p>Able to work to targets, plans and budgets</p> <p>Good IT skills including word processing, email and data recording/database use</p>	<p>Excellent communication, influencing and negotiation skills</p> <p>Able to plan and organise activities and campaigns, including marketing/PR</p> <p>Sound information gathering and analytical skills.</p> <p>Customer relationship database management</p>	CV / Interview / Presentation
Knowledge	<p>In depth knowledge of fundraising principles, methods and procedures</p> <p>Awareness of how to motivate and support volunteers, supporters etc.</p> <p>Knowledge of fundraising operational procedures</p>	<p>In depth knowledge of marketing, PR etc. principles</p> <p>Understanding of strategic planning.</p>	Interview

	<p>(e.g. health & safety, financial, volunteer etc.)</p> <p>Knowledge of how to use media to promote fundraising.</p>		
Qualifications, training and education	<p>Five GCSE's (grade C or above) or equivalent, including English and Mathematics OR Demonstrable literacy and numeracy.</p>	<p>Educated to A level standard or equivalent</p> <p>Holds a relevant professional qualification</p> <p>Member of a relevant professional body.</p>	<p>CV / Certificate of qualification / Test (as applicable)</p>
Experience	<p>Has experience of recruiting and managing volunteers and fundraising groups</p> <p>Has raised funds in a community setting on a paid or voluntary basis or has worked in a related discipline (e.g. PR, marketing, sales, project management etc.)</p> <p>Has provided fundraising ideas and advice to supporters</p> <p>Has worked as part of a team</p> <p>Experience of setting and working to budgets, targets and plans</p> <p>Experience of co-ordinating collections</p> <p>Has engaged different audiences in fundraising activity e.g. workplace, schools</p> <p>Has worked with local press/media and has done press releases, photo ops etc.</p>	<p>Has successfully managed an income and expenditure budget</p> <p>Has experience of implementing national campaigns at a local level.</p>	<p>CV/Interview</p>
Other requirements	<p>Car owner/driver</p> <p>Holds full UK License</p> <p>Need to work frequent evenings and weekends as</p>		

	Marie Curie Terms and conditions		
	required by the Fundraising Manager		

Where appropriate, reasonable adjustments to these criteria will be considered to accommodate personal circumstances such as disabilities

Job title	Community Fundraiser
Salary scale	MC Pay Scale Grade D
Salary	£26,044 to £31,000 (from 1 April 2017)
Annual leave entitlement	25 days plus bank holidays
Notice period	One Month (after first 6 months of employment)
Working hours	35 hours per week
Disclosure Check	None

Other benefits

- Continued access to NHS Pension Scheme (subject to eligibility)
- Marie Curie Group Personal Pension Scheme
- Season ticket loan
- Loan schemes for bikes; computers and satellite navigation systems
- Access to the Community Fundraising Training Pathway to support your continued professional development