



Marie Curie Job Description

Job title:	Fundraising Manager
Department:	Community Fundraising
Location	London
Reports to	Head of Community Fundraising South
Accountable to	Head of Community Fundraising UK

Job Purpose/Summary

To lead a team of community fundraisers to win and develop corporate fundraising relationships in London, and lead our teams to provide excellent stewardship and support to our fundraising groups, volunteers and other key supporters.

To develop and oversee the implementation of plans to deliver the agreed community fundraising strategy, targets and income growth.

Key relationships

Internal

- Head of Community Fundraising UK
- Community Fundraising colleagues
- Partnerships and national Corporate team
- Fundraising Volunteer Development Managers
- Fundraising Groups and Volunteers
- Events Delivery Team
- Regional Fundraising Product Managers
- Regionally based fundraising teams such as Regular Giving, Major Gifts and Legacies
- Supporter Relations Team and other MC (Marie Curie) central teams
- Area Shop Managers
- Regional Managers MCNS
- Hospice Managers, Clinical Nurse Managers and other key MC staff

External

- Supporters
- Local media (where appropriate)
- Local community contacts
- External fundraising networks and contacts from other charities.

- **Accountabilities (Duties & Responsibilities)**

- Manage, support and develop the London team strategic plan.
- Support, guide and deliver the community corporate strategy for fundraisers in 89 and the hospice.
- Set and implement an operational plan to deliver the agreed community fundraising strategy and the agreed budget
- Contribute to setting the annual regional budget
- Complete accurate forecasting as required
- Analyse data and information to identify trends, opportunities and project long term year on year growth
- Set and implement an annual fundraising group and volunteer plan to increase capacity in the area
- Where appropriate set and implement a PR plan for the area to maximise coverage for Marie Curie
- Provide Head of Community Fundraising with timely updates on performance and produce a monthly fundraising report

Build and maintain strong fundraising relationships

- Provide excellent stewardship to key supporters and senior volunteers and build strong relationships with potential new supporters.
- Ensure team provide excellent stewardship and excellent supporter service
- Ensure team are following up on prospects identified through the Spotting Supporter Potential programme
- Build excellent relationships with our Mass participation and Philanthropy and Partnerships colleagues.
- Build excellent relationships with key caring service colleagues to ensure the teams are working together effectively
- Build excellent relationships with MC's shops' staff and volunteers and support their initiatives
- Build relationships with other MC staff e.g. other fundraising colleagues and other MC central teams
- Where appropriate build relationships with the local media and be a spokesperson for MC where needed.
- Maintain and develop relationships with MC Patrons and suggest suitable new individuals for the role.
- Proactively use the fundraising database to develop and manage supporter relationships and ensure the team proactively use this to develop and manage supporter relationships
- Respond to complaints in a timely manner following MC policy with an aim to retain the relationship, and escalate to Head of Community Fundraising as appropriate

Managing People

- To manage a team of Community Fundraisers across the geographical area
- Performance management of staff
- To recruit, induct, develop and empower staff
- Manage staff sickness, absence, attendance, leave etc.
- Conduct annual My Plan and Reviews, set clear objectives, personal development plans and have regular check ins with staff
- Monitor and ensure that all team comply with national MC policies, procedures and adhere to legal frameworks

To deliver MC key campaigns at a local level

- Set and implement local plans to deliver GDA collections, public collections and the collecting tin campaign
- Set and implement local plans to deliver the agreed community fundraising element of MC's large, national campaigns such as Blooming Great Tea Party, and Swimathon
- Represent the region on national projects/work programmes and communicate accordingly
- Promote the gifts in wills message to supporters and maintain the profile of this important way of giving with the team

Other

- Represent & deputise for the Head of Community Fundraising as necessary

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 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 development and to participate in any training relevant to the role.
- For designated roles, the post holder will be responsible for health & safety, 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 post holder



**Marie Curie
Person Specification**

Job title: Fundraising Manager

Criteria	Essential	Desirable	How assessed
Skills / Abilities	<p>Ability to lead, motivate and manage staff and volunteers</p> <p>Good written, verbal communication and presentation skills</p> <p>Ability to organise workload to meet deadlines</p> <p>Ability to work as part of a team</p> <p>Interpersonal and Networking Skills</p> <p>Influencing skills</p> <p>Information analysis, problem solving and decision making</p> <p>Project management skills</p> <p>Has sound financial planning & target setting and monitoring skills.</p> <p>Forecasting and contingency planning skills</p> <p>Good IT skills including MS Word, MS Excel, MS Outlook and a working knowledge of databases</p>	<p>Ability to manage large or multiple projects</p> <p>Ability to constructively challenge and bring improvements</p> <p>Strategic planning skills</p>	<p>Application / Interview / Presentation</p>
Knowledge	<p>Understanding of people and team management techniques</p> <p>Knowledge of operational management techniques</p>	<p>Knowledge of strategic planning</p> <p>Understanding of fundraising strategies</p>	<p>Interview</p>

	Knowledge of fundraising ethics and methods	Awareness of team building and leadership techniques	
Qualifications, training and education	Five GCSE's (grade C or above) or equivalent, including English and Mathematics OR Demonstrable literacy and numeracy.	Educated to A level standard or equivalent Holds a relevant professional qualification Member of a relevant professional body.	Application / Certificate of qualification / Test (as applicable)
Experience	<p>Can evidence successful line management of teams of 4 or more members.</p> <p>Has trained, buddied, coached or mentored team members</p> <p>Has experience of developing significant corporate relationships of 10k plus.</p> <p>Managed and achieved a large income/expenditure budget (e.g. £500,000+ of income/expenditure/contribution)</p> <p>Has worked to achieve strategic goals & targets</p> <p>Has represented senior manager</p> <p>Has run team meetings</p> <p>Has managed projects locally</p> <p>Has dealt with complaints and incidents</p>	<p>Has managed teams in more than one location.</p> <p>Has researched, pitched corporate relationships worth up to 100k. Has supported teams to develop corporate income lines.</p> <p>Has set strategic goals and targets</p>	Application/Interview
Other requirements	<p>Car owner/driver</p> <p>Willing to work unsocial hours</p>		

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



Marie Curie Terms & Conditions

Job Title	Fundraising Manager
Salary scale	MCJES Grade E
Annual leave entitlement	25 days plus bank holidays
Notice period	Two Months (after the 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