**Job Description**

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| Post | | Lead Fundraiser (Community and Business Development) |
| Location | | Bradford |
| Salary | | Band 6 up to £30,153 (depending on experience) |
| Hours | | 37 (part-time will be considered) |
| Accountable to | | Executive Director |
| Responsible for | | Fundraising team |
| **Organisation Expectations** | | |
| To lead Cancer Support Yorkshire’s fundraising activities and be responsible for:   * developing the fundraising strategy and capability to deliver a growth in fundraising income * managing and maintaining relationships with CSY’s donors and fundraisers * developing fundraising opportunities at all sites * the development and facilitation of community-based fundraising activity * ensuring that the fundraising team has the resources needed to meet required targets * ensuring that best use of communications is made so as to maximise income and support | | |
| **Outline of Post** | | |
| 1 | Develop fundraising opportunities in all areas of the charities operations so as to secure new and increased income streams for Cancer Support Yorkshire | |
| 2 | Recruit and motivate fundraising volunteers | |
| 3 | Plan specific appeals to present to the Executive Director and trustees as and when required | |
| 4 | Represent Cancer Support Yorkshire by raising awareness of its work which will involve giving talks and presentations Evening and weekend work may be required. | |
| 5 | Review and develop, where necessary, all processes and procedures for managing donations | |
| 6 | Oversee fundraising communications | |
| 7 | Lead the development of the fundraising plan so as to maximise income for Cancer Support Yorkshire | |
| 8 | Lead fundraising team meetings | |
| 9 | Produce and present regular reports on fundraising activity and income for the Executive Director and trustees. | |
| 10 | Support the Finance Manager to produce income targets and KPI’s for the fundraising team. | |
| 11 | Create a positive working environment and encourage cross team working and initiative. | |
| 12 | Review and identify increased efficiency in working practices and the cost effectiveness of all fundraising initiatives. | |
| 13 | Attend and contribute to staff meetings and one to one supervision, and undertake training as necessary | |
|  | | |
| **General Requirements** | | |
| Eligibility to work in the UK | | |
| Demonstrate understanding and commitment to equal opportunities and diversity | | |
| To work within Cancer Support Yorkshires policies and procedures at all times | | |

**Person Specification – please use this person specification to support the completion of your application for this role.** It will used at the short listing and interview stage to decide how suitable each candidate is to take on the role. Cancer Support Yorkshire does not necessarily expect that each candidate will fulfil all the criteria listed in the Desirable column but any ‘gaps’ could form areas for development in the future. (D=desirable, E=essential, AF=application form, I=Interview

**EXPERIENCE**

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| --- | --- | --- |
| More than 3 years of experience in developing new sources of fundraising income within a voluntary organisation or similar | E | AF |
| Experience of recruiting and getting the best out of volunteers in a fundraising environment | D | AF |
| Experience of juggling work priorities within a busy working environment | E | I |
| Experience of leading fundraising teams | D | AF/I |
| Experience of identifying business development opportunity | D | AF/I |

**SKILLS**

|  |  |  |
| --- | --- | --- |
| Good organisational skills; planning, managing and monitoring own and others workload | E | I |
| A working understanding of CRM Fundraising Databases | E | I |
| Excellent verbal communication skills with the ability to communicate effectively at all levels | E | I |
| Excellent written communication skills with the ability to write reports to a variety of audiences and produce fundraising communications when needed | E | AF/I |
| Strong leadership skills and the ability to motivate the team | E | AF/I |
| Understanding of grant fundraising. | D | I |

**KNOWLEDGE**

|  |  |  |
| --- | --- | --- |
| A working knowledge of the Institute of Fundraising Codes of practice | E | AF/I |
| Knowledge of what is required to support and lead people | E | I |
| Knowledge of what motivates donors and supporters | E | AF/I |
| A strong understanding of the processes and procedures needed for a fundraising team to operate efficiently | E | AF/I |
| Good working knowledge of the geographical areas in which Cancer Support Yorkshire has Centres (Bradford, Skipton and Wakefield) | D | AF/I |

**APPROACH**

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| --- | --- | --- |
| Good interpersonal skills including being approachable, listening and displaying empathy | E | I |
| Creative, flexible and imaginative approach to working with people and raising funds | E | I |
| Enthusiastic, motivated and driven to maximise income opportunities | E | I |
| Demonstrate a commitment to the organisation, and a willingness to participate in shaping the future of the organisation to meet client needs | E | I |
| Able to build and maintain relationships between teams and amongst the fundraising team whilst maintaining appropriate professional boundaries | E | AF/I |
| To be adaptable and flexible | E | I |
| Have a solution focused attitude | E | I |

**CIRCUMSTANCES AND PERSONAL**

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| --- | --- | --- |
| Willingness to work flexibility to meet the needs of the organisation | E | I |
| Self-Reliant but able to contribute as an effective team leader and organisational player | E | I |
| Commitment to own continued development with a willingness to share best practice with colleagues and learn from others | E | I |