

Job Description – Fundraising Co-ordinator

Location	Cancer Support Yorkshire, Daisy House Farm, 44 Smith Lane, Bradford BD9 6DA.
Post	Fundraising Co-ordinator
Salary	Scale SO2 £29,345 - £31,063 + Pension 6% Pro Rata
Hours	FT 37hours per week
Annual Leave	27 days plus Statutory Bank Holidays Pro Rata
Accountable to	Executive Director
Responsible for	N/A
Main Duties and Responsibilities	
1.	To deliver fundraising events and activities that include local appeals, new business generation and cultivation of fundraising activities.
2.	To work with the fundraising team to facilitate the development of supporter groups; growth of corporate partnerships and fundraising volunteers across the local area.
3.	To develop, oversee and monitor Trust and Legacy donations.
4.	To work innovatively to create a positive and creative ethos to identify new opportunities for fundraising.
5.	Use the Cancer Support Yorkshire Brand to ensure that it becomes a charity of choice.
6.	To promote Cancer Support Yorkshire by encouraging and sustaining interest within the community, speaking to appropriate groups and individuals on the aims and objectives of Cancer Support Yorkshire, alongside the Fundraising Lead.
7.	Negotiating, networking and developing relationships across a wide range of external customers including individuals, groups, companies and high value contacts.
8.	To work closely with fundraising colleagues; the Skipton Shop; Wakefield and Skipton Centres to actively generate individual sponsorship and corporate opportunities for sponsorship.
9.	Co-ordinate and pull together information for the fundraising team.
10.	To provide a co-ordinated central contact for the fundraising team, including fundraising volunteers.
11.	To co-ordinate fundraising activities to ensure the best use of volunteers and resources and systems to deliver the objectives.
12.	Respond to general enquiries from supporters, members of the public and internal colleagues in a timely manner.
13.	To be aware of the overall activities of Cancer Support Yorkshire and represent Cancer Support Yorkshire at functions when required.
14.	Be aware of and report back to the fundraising team information about other fundraising activities from other competing local causes with the area.
15.	Ensure all activities of the fundraising team are compliant with current legislation and regulations, including financial regulations.
16.	Ensure that all fundraising activities have appropriate risk assessments and method statements in place to ensure health and safety of the team, clients and general public.
17.	Ensure that all donor information is recorded on the Fundraising Database as appropriate. Use own initiative to manage work volumes and prioritise workload.
18.	Work within the agreed budgets as directed.
19.	Any other tasks that may be reasonably asked of you by the ED.

Requirements of the Post	
1.	Maintain confidentiality at all times.
2.	Undertake any training and development required by Cancer Support Yorkshire.
3.	Maintain a working knowledge of all Cancer Support Yorkshires policies and procedures.
4.	Participate in the annual performance review programme.
5.	Ensure that all duties are carried out in line with appropriate Health and Safety legislation, guidance and procedures at all times.
6.	A commitment to the mission and vision of Cancer Support Yorkshire.
7.	Commitment to and compliance with the Equality Act 2010.
8.	To work within Cancer Support Yorkshires policies and procedures at all times.
9.	Eligibility to work in the UK.
10.	Complete an enhanced DBS check.
11.	Ability to work flexibly within the 37 hours, i.e. being able to work evenings and weekends where required.

Person Specification – Fundraising Co-ordinator

	Essential	Desirable	Identified by Application Form. Interview. Presentation.
Skills & Attributes			
Proven fundraising experience in the Third sector or similar environment.	X		AF, I & P
Demonstrable experience of implementing brand guidelines and promoting brands.	X		AF, I & P
Demonstrable experience of planning, organising and managing events.	X		AF, I & P
Demonstrable experience of evaluating and practically critiquing events.	X		AF, I & P
Experience of marketing and promoting events.	X		AF, I & P
Experience of working with and managing volunteers.	X		AF, I & P
Experience of building positive relationships and business links.	X		AF, & I
Experience of handling public and challenging situations.	X		AF, & I
Knowledge			
Ability to work successfully as an effective team player.	X		AF, & I
Ability to persuade, motivate and lead others.	X		AF, & I
Excellent interpersonal skills both written and verbal.			
Ability to organise and prioritise workload, including projects to deliver deadlines.	X		AF, & I
Experience and/or knowledge of fundraising databases.	X		AF, & I
A good understanding of IT and office systems.	X		AF, & I

	Essential	Desirable	Identified by Application Form. Interview. Presentation.
Knowledge Cont.			
Knowledge of Data retention, The Data Protection Act 1998 and the General Data Protection Regulations 2018 and the Equality Act 2010.	X		AF, & I
Working knowledge of Health and Safety regulations and risk assessment practice for events.	X		AF, & I
An excellent knowledge of internal and external customer care.	X		AF, & I
An understanding of the issues around living well with cancer.	X		AF, & I
Qualifications			
GCSE / Level 2 English or equivalent.	X		AF
Qualification in Charitable work, marketing or similar		X	AF
Experience			
Working with staff as part of a team.	X		AF, I & P
Experience of communicating with individuals at all levels of an organisation, including volunteers, clients and Trustees.	X		AF, I & P
Providing information, data and administrative services in a busy and challenging environment.	X		AF, & I
Use of computer databases.	X		AF, & I
Working in or knowledge of charitable organisations.	X		AF, & I