

CHARITY FUNDRAISER APPLICANT PACK



OUTpatients
The UK's LGBTIQ+ Cancer Charity

Hello!

We're **OUTpatients**, the UK's LGBTIQ+ cancer charity. We're proudly patient-led and are here to shake up the system, advocate for equity, and stand up for every LGBTIQ+ individual navigating the cancer journey.

We believe that no-one should feel like they're on the outside looking in when it comes to their own health. That's why we're working towards a world where everyone can bring their whole selves to cancer care.

Our goal is fair and accessible cancer care for all, inclusive of our community. It's not just our dream—it's the change we create.

On the following pages you will find more information about our charity, the role we have available, and how to apply. If you have any further questions, do not hesitate to **contact us via email**.

We appreciate your interest in joining our exciting mission and look forward to receiving your application!



The position

Engagement Lead

Salary: £32,000 (FT: £40,000)

Hours: Part time, 28 hours per week (FT: 35hr week)

Location: London / Hybrid

Contract: 12 months (continuation subject to funding)

Reporting to: CEO

Conditions: As part of our hybrid offer, we request that people are able to travel to our London office as part of an agreed schedule with the CEO, in addition to team days and other requirements.

Purpose

OUTpatients is seeking an experienced high-value Fundraiser who can help our small charity continue to grow. Over the last 5 years, we've successfully raised over £1million to deliver our lifechanging services for LGBTIQ+ people affected by cancer.

This role is new to our charity and you will be taking over as lead Fundraiser from the CEO, allowing you to be hands-on and bring your expertise and leadership skills to the position.

We expect you will mainly focus on Trusts and Foundations (including Lottery), strategic corporate partnerships, industry grant programmes and commissioning, and philanthropy. This will involve both continuing existing relationships with well-known funders and industry partners as well as securing new income streams.

You will be accountable for managing all fundraising activity and overseeing fundraising income and expenditure, supported by the CEO and staff. You'll work collaboratively with the team to develop and implement a long-term strategy to deliver fundraising growth and sustainability of our income sources.

Responsibilities

Fundraising

- Build a diverse pipeline of trusts, foundations, corporate partners and high worth individuals to support our ambition
- Manage funder relationships, preparing contracts, funder updates financial reporting, interim and end of year reporting.
- Work with the wider OUTpatients team to identify fundable projects and priorities.
- Develop compelling and persuasive applications and cases for support.
- Work with OUTpatients colleagues to launch integrated fundraising campaigns and amplify fundraising opportunities through OUTpatients communications channels.
- Take a proactive approach to sharing our mission with donors, funders, and commissioners.
- Developing and maintaining a robust pipeline of funders.
- Identifying and applying for research funding opportunities.
- Best practice for fundraising compliance and using our ethical policies and due diligence tools, at all times.

Leadership

- Work with the CEO on an updated fundraising and income strategy.
- Become an expert on our charity and its mission.
- Report on the fundraising efforts and use data and insights to inform future strategies and activities.

Charitable mission

- Expand awareness of the charity in the LGBTIQ+ community.
- Effectively represent our mission to the general public and press.
- Identify key stakeholders, organisations, and patrons who can promote our charitable mission.

Person specification

Essential

- Previous experience of fundraising within a trusts, statutory or grants role, or other relationship management/business development positions.
- Demonstrable experience of securing funding for charities of a similar size.
- Highly developed writing skills specific to charity sector fundraising.
- Skills to produce effective applications for small programmes as well as 5 and 6 figure grants.
- Ability to translate health equity projects into easy-to-understand applications.
- Experience of researching and developing proposals for funders, clients, or other stakeholders.
- Desk research and financial skills to appraise funders.
- Appraisal skills to manage risk and compliance with our due diligence and ethical policies.
- Ability to manage and grow a diverse portfolio of funders.
- Experience with CRM and financial management tools.
- Ability to manage funder relationships, including difficult conversations.
- Ability to work on own initiatives and as part of a team.
- Keen interest in LGBTIQ+ rights and healthcare equity.

Desirable

- Experience of leading on reports to funders.
- Understanding of cancer and the broader cancer sector (professional or personal experience).
- Experience of working in a small team.
- Understanding of risk management.

Staff benefits

- Additional days of annual leave between Christmas and New Year's Day when the office closes to support your relaxation and wellbeing over the festive period.
- Hybrid and flexible working arrangements available to suit applicants' needs (subject to CEO approval).
- Time off in Lieu (TOIL) policy that recognises and honours the additional hours you provide to the charity e.g. working a Pride event at the weekend.
- Wellbeing scheme that allows for limited staff expenses to promote wellbeing alongside the work we do.

How to apply

You will need to supply a CV as part of your application. If you need to update your CV, we recommend the **Europass CV** service.

You are asked to answer three questions/prompts when you apply. This is in place of providing a cover letter. We do this to give you an opportunity to expand upon your CV and show us a bit of your personality. These responses can be brief, and we recommend that you write no more than 500 words per question.

These will be:

- **What specifically motivates you to work for an LGBTIQ+ charity?**
- **Please share any relevant experience you have within the healthcare or cancer sectors (professional or personal).**
- **Please describe any experience you may have with leading fundraising for another organisation.**

If your application is successful, you will be offered an interview and will be able to choose for this to be online or in our London office.

If you would prefer to submit an application via email, please request this from us **via email** well in advance of the application deadline. The same criteria as above will still apply.

