

<b>JOB TITLE (LOCATION)</b>	<b>CENTRE FUNDRAISING MANAGER, OXFORD AND NORTHAMPTON</b>
<b>SALARY AND BAND</b>	<b>BAND 7 – SALARY RANGE £41,215 - £54,334</b>
<b>ANNUAL LEAVE</b>	<b>27 DAYS PLUS 9 BANK HOLIDAYS FOR FULL-TIME HOURS</b>
<b>REPORTS TO</b>	<b>HEAD OF CENTRE FUNDRAISING</b>
<b>DIRECT REPORTS</b>	<b>CENTRE FUNDRAISING ORGANISER X2, CENTRE FUNDRAISER X2, VOLUNTEERS</b>

### **About Maggie's**

Maggie's provides free cancer support and information in our specially designed centres across the UK and online. Working alongside NHS hospitals, Maggie's centres are staffed by expert Cancer Support Specialists, Psychologists and Benefits Advisors, helping people to take back control when cancer turns life upside down.

Our long-term ambition is to be there for everyone with cancer in the UK at all 60 cancer centre sites to ensure that there is no-one living with cancer who is unable to access the expert psychological and information support that they so desperately need to live the best quality of life possible. The next five years brings us over the halfway mark to achieving this goal.

### **About the Post Holder**

You will demonstrate solid experience of managing and delivering income generation in a fundraising environment and the ability to manage a wide range of staff, external relationships, activities and volunteers at one time. Determined, professional, friendly and resourceful; you will use persuasive communications skills to motivate, influence and inspire people to raise funds for Maggie's and you will be comfortable working in a target driven, fast paced environment. As a self-starter with strong team-working skills, your sector knowledge will assist you to work across other Fundraising and organisational teams to ensure effective collaboration and support for wider organisational objectives.

### **About the Role**

The purpose of the role is to develop and implement a Centre specific fundraising plan across two Maggie's centres to raise income from the community through a variety of fundraising sources. The Centre Fundraising Manager will be responsible for effectively and autonomously managing the full portfolio of activity relating to the Centres and to manage complex networks and relationships which have a wider regional and national focus including hospital teams, high value fundraising Boards and senior volunteers. You will be responsible for fundraising across a range of income streams including businesses, individuals, community groups, volunteers and media contacts.

You will manage remote teams of fundraisers in the centres you manage. There will be a requirement to work across multiple Maggie's centres, work irregular hours as well as occasional overnight stays and UK travel.

## **Key Responsibilities**

- Responsible for raising Centre income for two Centres through prospecting new business opportunities and retaining and maximising existing relationships through pro-active account management.
- Full oversight and responsibility for the fundraising portfolio and an understanding of priority activities to meet targets.
- Responsible for managing an income and expenditure budget to achieve financial targets.
- Ensure a robust pipeline of fundraising activity is built for the immediate, medium and long term to reach income targets.
- Recruit and manage a fundraising board of well networked local people around each centre, providing exceptional, professional support to them.
- Identify and develop new business leads to meet target in line with Maggie's fundraising strategy and maximising Maggie's network of existing senior level contacts.
- Prepare and deliver innovative proposals for funding to potential and existing partners.
- Account management of a portfolio of existing relationships and networks.
- Develop your Centre fundraising plan in conjunction with the Head of Fundraising.
- Input into designing and implementing policies for income generation across 2 Maggie's centres, including Maggie's donor care policy.
- Promote Maggie's products, events and campaigns to community partners and individual donors with success demonstrated by increased sign ups, participation and financial support.
- Develop an ongoing programme of research and development that will identify new donors and partners and new fundraising opportunities and products.
- Identify potential leads from Maggie's networks and through co-ordinated working be proactive about facilitating an approach for funding.
- Brief and prepare staff and volunteers at networking / engagement events.
- Monitor and report on fundraising targets; produce monthly reports, variance and reforecasts.
- Input into the production of the annual and 5-year strategic plan, including income and expenditure budgets for fundraising.
- Manage and support 2 fundraising teams; ensure there is integration with all team resources, adherence to Maggie's policies, and implementation of training and development opportunities to recognise and retain staff.
- Maximise opportunities within partnerships to enhance PR and develop for mutual benefit.
- Oversee the effective and efficient administration process required to ensure accurate and comprehensive data capture, banking and thanking of donors and volunteers.
- Manage all data with strict adherence to GDPR and Maggie's policies.

## **Essential skills and experience**

- Educated to degree level or equivalent experience
- At least five years fundraising experience including community and corporate
- Excellent IT skills and understanding of data protection and GDPR obligations
- Excellent written and verbal communication
- Strong networker, able to establish and maintain key income generating contacts
- Budget and target planning experience
- Volunteer and line management experience