



**PROSTATE
CANCER UK**

Working here

Community Fundraising Executive

As a key member of a sector-leading Events and Community Fundraising team, I support the Community Fundraising Manager to generate income for the charity from individuals and groups organising their own fundraisers. I build and maintain excellent relationships with supporters and lead on the management of some fundraising activities and the recruitment of new supporters. I have an eye for spotting new opportunities and am eager to explore these and work actively and flexibly to ensure collaboration for delivery of the charity's business plan and strategy.

What I do

- Lead on the project management of distinct fundraising offerings to achieve ambitious income targets (e.g., social events)
- Manage relationships with mid and high-level DIY fundraisers, providing effective stewardship and supporter cultivation to maximise engagement and lifetime value.
- Draft communications briefs and work with colleagues in team Inspire (marketing) to develop user-centric communications plans, creative assets and supporter communications that recruit and convert fundraisers.
- Write copy to produce inspiring fundraiser communications, including for email, website, and social media.
- Deliver, develop and implement processes to increase efficiency and improve supporter experience for individual fundraisers.
- Regularly monitor and report on progress against KPIs and evaluate to identify opportunities to optimise activity and grow income.
- Work with the Community Fundraising Manager to set budgets for activity areas and regularly report back on progress against budgeted targets.
- Monitor competitor activity and identify trends in Prostate Cancer UK supporter activity to ensure our community fundraising programme is market leading in terms of innovation and supporter experience.
- Work with the Attention team (PR) to identify strong supporter stories and ensure good coverage of specific fundraising activities.
- Attend fundraising events, including supporter-led events, out of office hours in evenings and weekends as required.

Who I am

- Previous experience of working in fundraising in the charity sector.
- Experience of delivering high level supporter care and cultivating relationships within a fundraising context.
- Excellent organisational skills and experienced in planning and managing projects with multiple stakeholders to meet KPIs.
- A forward thinker and problem solver, able to use initiative and audience insight to identify opportunities for development or improvements and implement solutions.
- Experience developing, or supporting the development of, annual fundraising plans and budgets and delivering against plans to achieve targets.
- Excellent verbal and written communication skills and ability to adapt communication style to reflect the audience.
- Able to write clear and motivational communications.
- Experience of using a database to maintain accurate records and ability to analyse data and report on results.
- Proven ability to maintain confidentiality and act with discretion when handling sensitive and confidential information.
- Ability to plan, prioritise and manage a varied workload in a busy team environment.
- Passionate about delivering exceptional supporter experience for fundraisers.

How I work

Demonstrating our Working Principles

Our working principles are tools we use to guide our language, decisions and internal relationships on a day-to-day basis. They underpin our brand identity and give us a shared understanding of the way we should all work together.

Direct & Conversational

- Speak to the person you need to
- Have two way conversations
- Act with respect
- Listen

Bold & Energetic

- Go and see – take the initiative
- Be creative
- Stay focused
- Drive continuous improvement

Responsive & Supportive

- Know what's important
- Seek and be part of solutions
- Share what you know
- Deliver on time

Honest & Unembarrassed

- Speak the truth
- Know when to ask for help/advice
- Keep learning
- Celebrate successes

Flexible & Collaborative

- Partner with others for greater success
- Work autonomously to achieve collective and agreed aims
- Be open to alternative view, ideas and options
- Share your skills where they are needed

How I work

The practical nuts and bolts

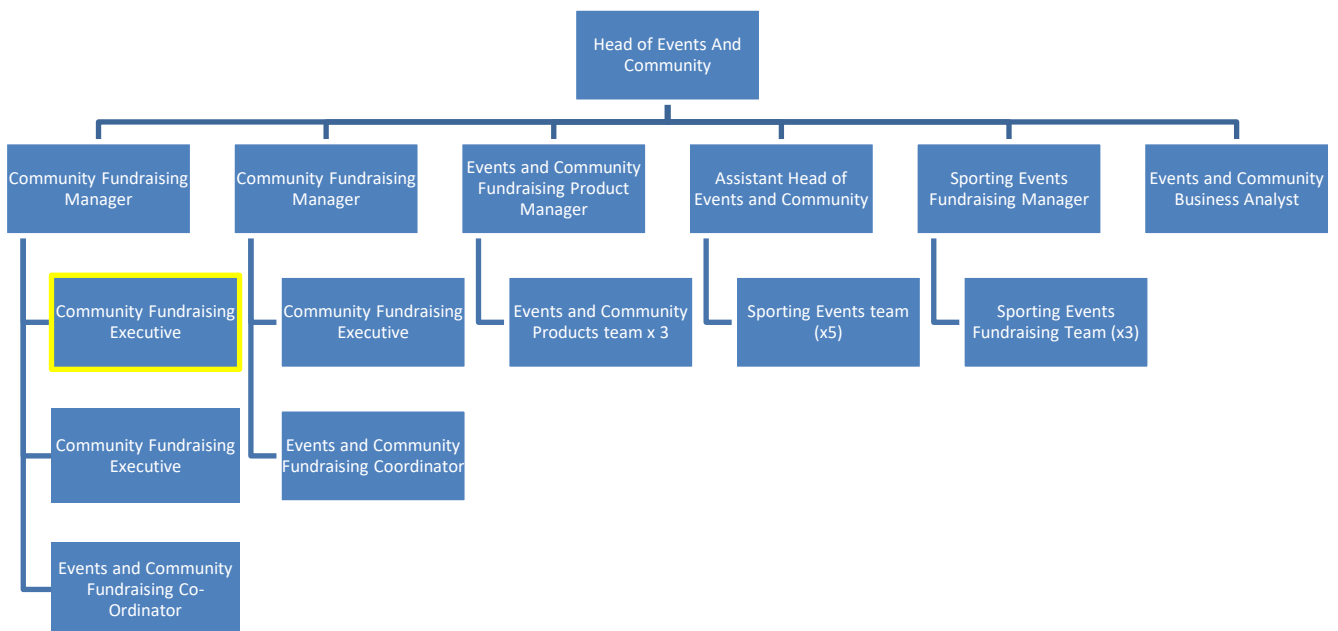
I report to: Community Fundraising Manager

Contract: Permanent

Hours: Full time; 37.5 hours per week

Location: Hybrid working with regular travel to our London Bridge Office

Team Structure



How to Apply

To complete your application, you will be asked to upload your CV and complete the supporting information section through our application portal. Please fill in parts one and two of our application for your personal statement, both have an 8000-character limit. You may wish to use a method such as the '[STAR](#)' technique or similar. When completing the statements please ensure you clearly provide a full and relevant example of how the criteria apply.

Part one:

Please address the core/essential 'who I am' skills, experience and competencies required using real examples where possible and tell us in what ways you are a good match for the role.

This provides you with a great opportunity to showcase your knowledge, skills and experiences with the most important aspects of this role which will be used in reviewing and shortlisting applications:

- *Experience of delivering high level supporter care and cultivating relationships within a fundraising context.*
- *Excellent organisational skills and experienced in planning and managing projects with multiple stakeholders to meet KPIs.*
- *A forward thinker and problem solver, able to use initiative and audience insight to identify opportunities for development or improvements and implement solutions.*
- *Experience developing, or supporting the development of, annual fundraising plans and budgets and delivering against plans to achieve targets.*
- *Excellent verbal and written communication skills and ability to adapt communication style to reflect the audience.*

Part two:

Please provide us with any further supporting information that you feel will benefit your application.

You may want to reference the 'how I work' and 'what I do' sections.

- Please tell us why you want to work in the Events and Community fundraising team at Prostate Cancer UK. This question provides an opportunity to showcase your understanding of the role, the team, the charity and our values.

This provides you with a great opportunity to further support your application, showcase your understanding of the role and how you feel you will be able to contribute to the success of Prostate Cancer UK.

Apply via our [jobs page](#). If you require any adjustments or assistance, please email hr@prostatecanceruk.org

We look forward to receiving your application!