

JOB DESCRIPTION

Job Title:	Relationship Fundraiser- Corporate and Major Donors
Location:	To be based primarily at The Fundraising Office within The Lingen Davies Cancer Centre, at the Royal Shrewsbury Hospital. Occasional travel to our Newtown office, and with the opportunity to work from home as appropriate.
Reports To:	Chief Executive Officer
Working Hours:	30 hours per week (0.8FTE). Hours usually worked between 8am and 6pm Monday-Friday to meet the needs of the organisation. This role will include regular evening and weekend work (time off in lieu given).

Main Purpose of the Role

- Be the key point of contact for corporate partners, ensuring excellent supporter care and stewardship, building long term relationships for Lingen Davies Cancer Fund.
- Develop and maintain excellent stewardship of Major Donors, with a view to increasing our major donor income.
- Take the lead on our Friends of Lingen Davies scheme, ensuring our Friends are engaged with the charity and increasing in their numbers.
- Attendance at a range of community events and networking opportunities to act as the face of the charity, including delivery of presentations as needed, and to raise the charity profile across the region.
- Responsibility for delivering own fundraising income targets (as agreed with CEO), as well as undertaking work as needed to support the fundraising team to meet agreed overall charity financial income.
- Work with colleagues to develop use of CRM system and undertake/apply data analysis to support delivery of role.

Key Tasks

- To support delivery of agreed income targets across all aspects of fundraising, including responsibility for own financial targets as agreed with the CEO.
- To confidently present the key messages and organisational values of Lingen Davies to external stakeholders.
- To act as a representative at a variety of networking events and community events, speaking at these where required. Effective communications with a wide range of supporters and stakeholders.
- To liaise with colleagues to generate press and social media coverage, with news and updates from across the region.
- To motivate, inspire and provide support, advice and encouragement to individuals and groups who are organising events or activities on behalf of the charity, ensuring first class stewardship at all times.
- To input, manage and maintain information on the CRM database, including the generation of reports, so that information can be effectively analysed and applied to developing future fundraising activities. This includes updating existing CRM data so that all supporters are correctly categorised.
- To work closely with the rest of the Fundraising and Communications Team to maximise opportunities for sponsorship and other income
- To represent the charity publicly as and when required
- To sensitively and confidently communicate with patients, bereaved relatives, and other members of the public.
- To be aware of and adhere to the Institute of Fundraising Codes of Practice

RESPONSIBILITIES OF ALL STAFF

- To embrace the Lingen Davies values and work with these in mind
- To contribute to the general success of the charity, supporting colleagues and contributing to a positive working environment
- To undertake any other tasks within the scope and spirit of the role
- Work collaboratively with colleagues from across the charity to share ideas, contacts, and opportunities
- Represent Lingen Davies at external meetings where relevant
- Be available for and represent the Lingen Davies Cancer Fund at publicity events, cheque presentations, etc.; addressing audiences as appropriate and promoting the charity
- Carry out other tasks that are within the scope, spirit and purpose of the role

Key relationships

- The post-holder will report to the Chief Executive Officer
- You will work routinely with colleagues across the charity, in particular members of the Fundraising and Communications Team
- You will be the key point of contact for a number of external stakeholders.

Person Specification

Education

- Educated to A Level/NVQ Level 3 standard or be able to demonstrate equivalent professional experience.

Knowledge, Skills and Experience

- Experience of providing excellent customer service to the general public and communicating with people from across the community
- Experience in building and managing ongoing relationships
- Working within clearly defined budgets and towards ambitious fundraising income targets
- Confident in encouraging others to participate in fundraising activities, including assisting them in developing fundraising ideas
- Experience of networking, including being confident to open new conversations, ask open questions, and with strong listening skills
- Experience in public speaking
- Ability to work at times without direct supervision, using agreed procedures to manage your own workload
- Experience of working with a CRM database, and undertaking data analysis.
- Previous sales experience of working within the charity sector and/or in sales
- Confident with use of computer systems, including Microsoft products such as Word, Excel and Powerpoint, as well as experience of using a CRM database or similar.

Values and Personal Attributes

- Friendly, warm positive and professional
- Strong listening skills.
- Able to take direction as well as work on own initiative, and think on your feet

- A team player, with a willingness to support colleagues and be adaptable
- Enthusiastic and resilient, with a passion to deliver
- A genuine desire to make a positive difference to lives affected by cancer in Shropshire, Telford & Wrekin, and Mid Wales
- A willingness to working within the Lingen Davies Values:
 - Ambitious and Committed
 - Honest and Resourceful
 - Experienced and Progressive
 - Friendly and Supportive
 - Proud to be part of our amazing community

This role requires the flexibility to work outside of office hours, both at weekends and during the evenings, on a regular basis.

The role involves regular travel across our region of Shropshire, Telford & Wrekin and Mid Wales. Therefore, a full, clean driving licence with access to a vehicle insured for business use is essential.