

Fundraising and Marketing Assistant

Prevent Breast Cancer are looking for an engaging and ambitious fundraising and marketing assistant to support the fundraising and communications team.

About the Charity

Prevent Breast Cancer is committed to using science to save lives. We are the only UK charity entirely dedicated to preventing breast cancer for future generations by funding vital research into its prediction, prevention, and early detection, so that no one has to go through it in the first place.

Across the UK over 56,800 women develop breast cancer each year; tragically 11,500 do not survive. By joining us you're helping towards breaking the cycle of breast cancer, and thanks to better predictive tools and early intervention, we truly believe that for future generations, breast cancer will be a thing of the past. This means acting now, to help more people live a life that's free from the disease. It means funding research aimed solely at preventing breast cancer. And it means creating a world where thousands of people are spared from ever experiencing the pain and suffering it causes.

About the Job

Hours:	37.5 hours per week
Responsible to:	Head of Income Generation
Annual leave:	33 days including Bank Holidays
Location:	The Nightingale Centre, Wythenshawe Hospital, M23 9LT
Salary:	£24,570 to £26,070 dependent on experience

Responsibilities/ Role

- To be the first point of contact for all fundraising enquiries that come in by telephone, email and post.
- To record and send fundraising information, materials and support to corporate, community and sporting event participants raising money for us, including sending out their welcome packs and t-shirts.
- Ensure thank you letters/certificates and emails are written in an appropriate and timely manner.
- Proactively use the fundraising database to develop and manage supporters and ensure all activity and correspondence is recorded accurately.
- Support the Office Administrator in tracking fundraising merchandise stock and reordering when necessary
- Build, manage and maintain rewarding relationships with existing and new supporters and Colleagues.
- Continuously aim to improve the efficiency of administration processes necessary for the smooth running of the fundraising department.
- General fundraising/administration duties, as and when required, to ensure the smooth running of the whole department including assisting in other team projects when they arise.
- To represent Prevent Breast Cancer on occasion at challenge events and other events activity
- To assist with the facilitation of our social media accounts and online challenges we run.

- To support the fundraising team with the creation of promotional materials for smaller supporter events.

Person Specification

Skills	
Excellent organisation skills and high performing under pressure	Essential
Flexible and adaptable approach to work	Essential
Good IT skills	Essential
Ability to work in a team and to collaborate to ensure objectives are met	Essential
Willingness to travel in the UK and to attend meetings and events outside of usual business hours	Essential
Driving license and access to a car	Desirable
Experience	
Experience in an admin based role	Essential
Experience in a fundraising environment.	Desirable
Experience using a fundraising database (e.g. Raiser's Edge/Beacon etc)	Desirable
Experience of design and website platforms Canva and WordPress	Desirable

Why work with us?

You will have the chance to be part of a team of dedicated and passionate professionals working towards the prediction and early prevention of breast cancer. The role of Fundraising and Marketing Assistant will provide vital support to allow the charity to grow and develop and is a great way to start your career in the charity sector, gaining vital knowledge about the fundraising, marketing and operational aspects of working in the charity sector.

Benefits:

Prevent Breast Cancer offers the following benefits to employees:

- 25 days holiday plus 8 public holidays (pro-rata for part-time employees)
- Enhanced sick leave
- Enhanced Maternity/Paternity leave
- Death in Service (two times annual salary)
- An additional day off per year for birthdays
- Access to Perkbox – a benefits and rewards platform offering freebies and discounts in retail, entertainment and restaurants, online wellbeing classes, confidential support and more)
- Ongoing training and development opportunities
- Quarterly team wellbeing sessions (yoga sessions, team walks, escape rooms etc)
- Time off in Lieu
- Flexible Working
- Scottish Widow pension scheme



How to apply:

To apply, please send in your CV and a covering letter to info@preventbreastcancer.org.uk, explaining your interest in the role and outlining how you meet the role requirements. Please also submit an equal opportunities form along with your CV and covering letter, the form can be downloaded from our website [here](#).

If you have any questions about the role or about working with Prevent Breast Cancer, please email info@preventbreastcancer.org.uk or call us on 0161 291 4400.

Applications must be submitted by midnight on Monday 31st March.

Prevent Breast Cancer is an equal opportunity employer that is committed to diversity and inclusion. We welcome people from all backgrounds, experiences, abilities and perspectives.