



| | |
|----------------------|--|
| Company | Duchenne UK |
| Job Title: | Fundraising Manager |
| Term: | Full time |
| Reporting to: | Director of Fundraising |
| Salary range: | £38,000 - £43,000 |
| Location: | Duchenne UK offices, Shepherd's Bush, London. |
| Key dates: | We will conduct interviews as suitable candidates apply and we are ready to hire if we find the right person before the job ad closes. Application deadline 6 th July 2024 |

ROLE PROFILE

Background

Following their sons' diagnosis of Duchenne muscular dystrophy (DMD), Emily Reuben and Alex Johnson founded Duchenne UK in 2012. We are an ambitious, dynamic and impactful charity.

DMD is a devastating progressive condition diagnosed in early childhood which causes all the muscles in the body to gradually weaken. There are currently only very limited treatment options for DMD, so Emily and Alex set up Duchenne UK to change this.

Since 2012, we have raised more than £27 million to end the devastating impact of DMD. We fund ground-breaking scientific research to find effective treatments. We've developed the infrastructure of DMD clinical trial delivery in the UK. We engage industry and regulators to accelerate access to treatments. And we're here to support every family affected and ensure that they receive the best possible care. We aim not only to improve quality of life but stop the disease in its tracks. We're doing it faster too, because this generation of patients can't wait.

Alex and Emily were awarded OBEs in The King's Birthday Honours List in 2023 in recognition of their services to charity and to people living with DMD. They, and the dedicated and effective team they have built at Duchenne UK, are now at the forefront of this work in the UK.

An opportunity to join our team!

We have an opportunity to join our team and build on these achievements. We are recruiting for a full-time Fundraising Manager, who will be a key part of our team and play a vital role in helping us achieve our mission.

The successful candidate will be an experienced fundraiser with strong interpersonal and communications skills with the ability to build relationships with a wide variety of individuals. Excellent organisational skills are a must along with being ambitious, driven and passionate about representing Duchenne UK and supporting our mission.

The Fundraising Manager will report to the Director of Fundraising and line manage the Fundraising Assistant. They will work closely the rest of the organisation, including the Communications, Finance and Research Teams as well as having the opportunity to work alongside the CEO and Managing Director.

Working for Duchenne UK

We are a friendly, energetic, and determined team. As we are led by two parents of boys who live with DMD, our team has a very strong feeling of contribution to our mission.

We prioritise team building and wellness through an annual offsite Team Away Day and an annual offsite Wellness Day, alongside social activity throughout the year.

We operate a hybrid working week, to balance our team-based culture with a positive home-life. In the summer months of July and August, we operate 'Summer Fridays', allowing staff to benefit from half days on Fridays to enjoy the long summer weekends.

Job Description

This role plays a key part in advancing the fundraising of Duchenne UK to enable more investment into research, advancing treatments and supporting the DMD community. A core part of this will be building relationships with key supporters, including our incredible Family and Friends Funds, corporate supporters and community of fundraisers.

You will be central to the development and delivery of key events and campaigns throughout the year to achieve ambitious fundraising targets. You will have budget management responsibilities and provide insight into activities to drive improvements and further success in future years.

The role will contribute to overall fundraising growth; ensuring the guiding engagement and fundraising principles are delivered, and that all fundraising delivers an exceptional and remarkable donor experience to which Duchenne UK prides itself.

Fundraising and business development

- **Community**
 - Key relationship manager for Duchenne UK Family and Friends Funds, engaging them through fundraising, supporting third party events and providing regular project and charity updates
 - Develop and implement the Family Fund and Community Fundraising stewardship strategy
- **Events, Challenge and Campaigns**
 - Manage and grow the challenge events portfolio
 - Project manage community events and Duchenne UK campaigns
 - Oversee the whole event process from developing a business case and objectives, to budget, project management and event follow up with relevant agencies and suppliers to deliver events within budget
 - Play a vital role in the delivery of Duchenne UK's signature event, the Duchenne Dash. Our 24hr London to Paris bike ride raising c.£800k annually.
- **Corporate**
 - Manage Corporate partnerships, with support from the Fundraising Director
- **Stewardship and income development**
 - Develop and deepen existing donor relationships, ensuring that the organisation maintains effective communications and good relations with our donors at every level and that they are updated on our work and impact
 - Oversee management of regular giving, including working with the Communications team to promote this type of giving. Provide stewardship to Regular Givers, with support from the Fundraising Assistant.
 - Lead the identification and development of new income sources with the support of the Fundraising team to increase donations, improve



the profile of Duchenne UK and enhance our reputation within the donor community; including corporate partnerships, fundraising campaigns, third party activity, challenge events, regular giving and legacy

- Represent the organisation at meetings with donors and external events
- **Monitoring and evaluation**
 - Support the development and implementation of the new Sales Force database (launching July 2024)
 - Monthly monitoring and evaluation of fundraising activity
 - Review fundraising and engagement for each Duchenne UK event and campaign with the support of the Fundraising Team.
 - Ensure that accurate and up-to-date information is maintained.

Line Management and Team Working

- Line management of the Fundraising Assistant, including regular 121 meetings and supporting their professional development
- Embody Duchenne UK's culture of collaboration, inclusivity, support and respect in your ways of working
- Champion the professional integrity of Duchenne UK
- Keep up to date on latest fundraising trends, activities and regulation and provide key updates to the wider team
- Work with colleagues to achieve organisational aims.

Other Requirements

- Occasional working outside of office hours for key events and activities
- Undertaking any other duties which are required and are commensurate with the role of Fundraising Manager

Knowledge and experience; a proven track record of:

- Fundraising and event management
- Excellent relationship-building with senior supporters and stakeholders
- Project management
- Creative thinking and an ability to spot an opportunity
- Applying passion and creativity to develop successful funding activities
- Working with other teams to maximise the impact of a project or partnership
- Successfully evaluating the potential worth of projects
- Understanding budgets, setting realistic budgets and delivering activity on budget
- Experience of using and maintaining a fundraising database

Skills and competencies

- Excellent communication skills; both written and oral
- Excellent interpersonal skills
- Ability to build and maintain relationships with supporters
- Excellent organisational skills and an eye for detail
- A knowledge and understanding of the charity and business sector
- An approach which is flexible, innovative and responsive
- Ability to problem solve in a pressurised environment, work autonomously and be very proactive in approach
- A team worker able to share information and maximise opportunities
- Discrete, confident and diplomatic
- Ambitious
- Enthusiastic, can do attitude

Sound like the job for you? We'd love to hear from you



- 25 days of annual leave + 8 days of public holidays
- Summer Fridays – half days on Fridays in July and August
- Flexible working policy
- Hybrid working
- Standard Employer Pensions contributions after 3 months
- Team wellness day and team away day
- Training and development opportunities

Terms and conditions

- The appointment is subject to satisfactory references and an initial six-month period of probation, during which performance will be regularly reviewed.
- The applicant must have the right to work in the UK and provide relevant 'right to work' documentation.
- Relevant training will be provided during induction as well as opportunities to develop your career through experience of different aspects of the charity's work and working with colleagues on new initiatives.
- The organisation's hybrid working policy is at the discretion of the line-manager during the first three months of employment, to support the induction process.

Apply for this role

Please send us a copy of your CV by 6th July 2024 along with a cover letter, no longer than two pages, to that includes the following:

1. Why you would like to work for DUK.
2. How your knowledge, experience, skills and competencies align with role of Fundraising Manager at Duchenne UK

Please note that we will be conducting interviews as suitable candidates apply and we are ready to hire if we find the right person before the job ad closes.