Job Title (Location)	**Centre Fundraising Manager – Forth Valley**
Salary and Band	**Band 6 – Salary range £36,644 - £45,151**
Annual Leave	**27 days plus 9 Bank Holidays for full-time hours**
Reports to	**Community Fundraising Lead - Scotland**
Direct Reports	**Centre Fundraiser**

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 ambition is for Maggie's to be there for everyone with cancer. Our long-term aim is to make sure that Maggie's is available at all 60 NHS cancer sites across the UK. We will ensure that nobody living with cancer is unable to access the expert psychological, practical and emotional support they need. In the next five years we will be halfway to achieving this goal with Maggie's centres being operational or planned at 30 major NHS cancer sites

About the Post Holder

You will demonstrate experience of managing and delivering income generation in a fundraising environment and the ability to manage a wide range of staff, external and internal 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 to raise income from the community through a variety of fundraising sources. The Centre Fundraising Manager will be responsible for effectively managing the full portfolio of activity relating to the centre and to manage networks and relationships which have a wider national focus. You will be responsible for fundraising across a range of income streams including businesses, individuals, community groups, volunteers and media contacts. There will be a requirement to work irregular hours as well as occasional overnight stays and UK travel.

Key Responsibilities

- Responsible for raising centre income through prospecting new business opportunities and retaining and maximising existing relationships through proactive account management.
- With the support of the Community Fundraising Lead - Scotland, you will oversee and manage the fundraising portfolio and understand priority activities to meet targets.
- Work with the Community Fundraising Lead – Scotland to manage a budget and meet financial targets.
- Ensure a robust pipeline of fundraising activity is built for the immediate, medium and long term to reach income targets.
- Identify and develop new business leads to meet targets 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 Community Fundraising Lead – Scotland.
- Promote Maggie's products, events and campaigns to community partners and individual donors with success demonstrated by increased signups, participation and financial support.
- Implementation of Maggie's donor care policy and a high level of stewardship.
- 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.
- Ensure the implementation of Maggie's donor care policy.
- 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 the fundraising team; ensure there is integration with all team resources.
- Maximise opportunities 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
- Membership of the Institute of Fundraising is desirable
- At least two years fundraising experience including community and corporate
- Excellent IT skills and understanding of data protection and GDPR obligations
- Excellent written and verbal communication