

Job Title	Fundraising Manager
Reporting to	Chief Executive
Job location	Head Office, Centrum, Norwich Research Park. You may be required to work from other Big C premises and to attend events from time to time.*
Hours of work	35 hours per week, including some evening and weekend working
Salary	£33,231 to £40,950
Benefits included	• 33 days holiday per annum (full-time equivalent) • 5% employer pension contribution • Cycle to work scheme • Company sick pay • Life Assurance (subject to eligibility/scheme rules) • Health Cash Plan • Employee Assistance Programme
Contract Type	Permanent

**You will be based in Big C's office in Centrum, a bright and modern building on Norwich Research Park. The team are informally working a hybrid of home and office. You will need to attend the office regularly.*

About Big C

Big C is one of East Anglia's largest cancer charities, having raised £50 million since it was founded 45 years ago. Today, Big C's loyal supporters help the charity raise, on average, £3 million pounds every year to help those in our community who are affected by cancer.

We provide outstanding holistic care through our welcoming Cancer Support Centres and Hubs, as well as online and telephone support via our Virtual Support Centre. Income comes from donations, local businesses, legacies, grants, and 12 charity shops across the region.

Big C core values are respect, empathy, support, trust and honesty. Together we commit to live these values through our work.



Big C is committed to equity, diversity, and inclusion and was awarded Gold Accreditation in the Best Employers Eastern Region 2025 for the third time. We offer a supportive working environment that values employee well-being and work/life balance

Job Purpose

The Fundraising Manager will lead on achieving the fundraising income targets set out in Big C's business plan. Acting as a public face of the charity, the post holder will engage with corporate organisations, communities and individuals to build and strengthen Big C's supporter base. This will include overseeing the planning, preparation and delivery of Big C's events and fundraising initiatives.

Reporting to the Chief Executive, the postholder will manage a small but busy fundraising team (including volunteers and placement students), optimise activities and ensure that team members receive appropriate support, training and development.

Main Duties

- Proactively identify, evaluate and develop new fundraising opportunities, partnerships and income streams that support the growth and sustainability of Big C's fundraising activities.
- Develop, lead and deliver projects and activities, working collaboratively with colleagues across the charity where appropriate, that contribute to Big C's income generation plans, increase supporter engagement and retention, and help achieve the charity's objectives.
- Deliver a structured programme of corporate and community engagement, with strong focus on relationship management and developing partnerships that generate ongoing support the charity.
- Proactively input into Big C's business plan in relation to fundraising.
- Efficient and accurate tracking of progress against planned activity, income, expenditure, and measures of success to generate a minimum of 3:1 return.
- Give talks and presentations to promote awareness of Big C's charitable operations and fundraising needs.
- Manage and lead the Fundraising Team, including setting and reviewing individual objectives, conducting regular performance reviews, providing coaching, and development, and overseeing day-to-day supervision.
- Engagement and supervision of fundraising volunteers and placement students.
- Oversee projects, activities and day-to-day work undertaken by the team to ensure that the needs of stakeholders, agreed timescales and budgets are met.

Big C core values are respect, empathy, support, trust and honesty. Together we commit to live these values through our work.



- Ensure that all supporter CRM records are kept up to date.
- Lead on, monitor and promote Big C's Lottery.
- Ensuring compliance with Big C's Ethical Partnership Policy both personally and across the team, particularly in relation to fundraising partnerships and sponsorship opportunities.
- Work with the People Team to attract, organise and manage volunteers to carry out fundraising and events functions within Big C.
- Ensure that fundraising and event risk assessments are completed in line with existing protocols and that risks are identified and mitigated.
- Operational and administrative arrangements of health and safety relating to assigned work ensuring compliance with current legislation.
- Keep up to date with best practice, trends, developments in charity fundraising, events and engagement, ensuring compliance with legislation and regulation.
- Oversee the support and recognition provided by the Fundraising team to supporters and donors including contributions through third party platforms.
- Take ownership of personal development and relevant training.

All Big C post holders are responsible for

- Working to the policies of Big C
- Promoting equal opportunities and diversity within all aspects of their work
- Complying with Health and Safety Regulations and undertaking risk assessments
- Demonstrating and promoting Big C's core values
- Carrying out additional duties where appropriate which may be allocated from time to time by the Chief Executive and/or Executive Team.

General

Big C reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the business.

The statements contained in this Job Description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including other functional areas to cover absences of

Big C core values are respect, empathy, support, trust and honesty. Together we commit to live these values through our work.



	relief, to equalise peak work periods or otherwise to balance the workload.
--	---

Big C core values are respect, empathy, support, trust and honesty. Together we commit to live these values through our work.



Person Specification

These elements will be assessed through shortlisting and interview process.

	Essential	Desirable
Education and Qualifications	Relevant degree or equivalent experience.	- Fundraising or Events qualification - Emergency First Aid at Work (training provided)
Experience, Skills, knowledge and Abilities	- Recent and relevant experience in delivering on successful fundraising challenges or community events - Commercially focused and the ability to meet financial targets - Understanding of development and implementation of strategic fundraising plans - Proven experience of developing and maintaining excellent working relationships internally and with a range of partners within the charity and/or the corporate sector - Health and Safety risk assessments - Working knowledge of using a Customer Relationship Management (CRM) database (ideally Beacon). - A proactive attitude, drive and enthusiasm to carry out projects to a conclusion - Good budgetary management skills - Project/campaign management skills - Excellent interpersonal, oral and written communication skills, with the ability to influence others. - Excellent prioritisation, organisation and time management skills	- Experience of working with volunteers - Up to date knowledge of the Code of Fundraising Practice as set by the Fundraising Regulator - An appreciation of the social, emotional and physical factors that impact on people

Big C core values are respect, empathy, support, trust and honesty. Together we commit to live these values through our work.



Attributes	• Proven ability to work under pressure to tight deadlines • The ability to motivate others and work as part of a team • Good understanding of Data Protection and GDPR principles • Excellent IT skills, e-mail and Microsoft Office software including Word and Excel • Good management/leadership skills • Ability to travel, with full driving licence and aged over 21 for insurance purposes.	
	• Confident, approachable, energetic and professional with the ability to represent Big C positively. • Able to understand and work to the values of Respect, Trust, Support, Empathy and Honesty • Creative, responsive and willing to contribute to ideas • Resilient, agile, adaptable and solution-focused • Passionate about fundraising and events and Big C's cause • Sensitivity to the needs of others • Mindful of the environmental impact of activities and decisions • A team player with the ability to work unsupervised • Flexible and willing to support others when appropriate • Able to work under pressure and meet deadlines • Willingness to travel countywide, sometimes at short notice	

Big C core values are respect, empathy, support, trust and honesty. Together we commit to live these values through our work.

