

Job Description – Fundraising Manager
£45,000 FTE/£36,000 30 hour week
Home-based UK

Head and neck cancer is one of the fastest-rising cancers in the UK, now affecting around 17,000 people every year - 4th most prevalent amongst men, 7th overall and fastest growing amongst young people. Too often symptoms are missed or misunderstood, and over half of cases are diagnosed at a late stage. As a result, survival rates are compromised and treatment is more invasive, and recovery can mean a new way of eating, speaking and living. Oracle Head & Neck Cancer UK exists to change that story.

We fund groundbreaking research that changes lives and collaborate across the sector to maximise impact for patients.

We work to prevent cancers where possible, drive earlier detection, and ensure people have clear information and guidance through and after treatment - so nobody is left to cope in silence or confusion.

We are currently seeking a Fundraising Manager to join our team. The successful candidate will have broad experience across all income streams but will consider either trusts or corporate fundraising a speciality. They will be flexible in their approach and willing to throw themselves into everything that our small charity has to offer. We know we need to push boundaries for our patient community and so we recognise the importance of innovation and taking advantage of opportunities as they arise.

As the only national charity involved with head and neck cancers, Oracle is currently moving towards a new direction. We have a unique opportunity to develop an organisation that creates maximum impact for head and neck cancer patients and their families while staying true to their origins.

Key Responsibilities

- Contribute to a fundraising strategy in conjunction with our Executive Director.
- Analyse ROI on existing and new fundraising initiatives.
- Identify new opportunities for support across income streams.
- Produce case for support and project plans for all charitable activities and implement full cost recovery for restricted funds.
- Create a funding pipeline for trusts and foundations having identified projects that will be of interest.
- Identify potential corporate partners and major donors and build relationships with a view to securing support.
- Monitor and report on project delivery to funders, ensuring that impact is at the forefront of our work.
- Understand motivations of existing donors and supporters and implement a stewardship programme that meets their needs.
- Develop the supporter journey and deliver excellent stewardship.

- Work with the Communications Manager to produce new fundraising materials for existing supporters and develop compelling fundraising campaigns that appeal to the wider general public.
- Organise fundraising and stewardship events.
- Assist community supporters in their efforts to maximise their fundraising.
- Contribute to quarterly newsletters, the website and social media with fundraising stories and initiatives.
- Maintain accurate records of income and gift aid declarations on Beacon CRM.
- Ensure all fundraising is undertaken legally and ethically and in line with guidelines laid out by the fundraising regulator.

Person Specification

The successful candidate will have:

Essential Criteria	Desirable Criteria
At least 2+ years' experience in a fundraising leadership role	Worked in a similar role within another small cancer charity
Proven ability to meet fundraising targets for organisational growth	Understanding of the challenges facing head and neck cancer patients
Extensive experience of identifying, developing and delivering successful fundraising strategies	Experience of Mailchimp and Beacon CRM
Demonstrable experience of pipeline development for trusts/foundations, corporates and major donors	Experience of home-working and self-motivation
Proven experience in individual giving and community fundraising across the whole supporter journey	Development of fundraising campaigns with quantifiable results
Excellent interpersonal skills to build and maintain donor relationships and understand donor motivations and interests	
Experience using CRM systems and supporter data to further fundraising outcomes	
Ability to manage multiple projects and competing priorities effectively and deliver at pace	
Excellent reporting and impact measurement skills	
Confident to build relationships with potential donors and supporters	
A strong team-player who is also able to work autonomously to move projects forward	
First-class verbal and written communication skills with meticulous attention to detail	

Oracle Head & Neck Cancer UK is a registered charity in England and Wales (1142037), and in Scotland (SC052790).

Registered as a company limited by guarantee in England and Wales (7125497).

Registered address: 167-169 Great Portland Street, 5th Floor, London, W1W 5PF.

Excellent understanding of ethical fundraising delivery and fundraising regulation	
A commitment to our cause	
Good knowledge of GDPR and data handling	
Willingness to embrace AI to maximise impact of the role	

Additional Information

- Occasional UK travel may be required to meet donors and support fundraising events.
- Occasional evening or weekend work may be required (time off in lieu given).