



Associate Director of Fundraising

Candidate Information Pack

Job Description

Hours:	30-35 hours per week
Type of Employment:	Permanent
Team:	Engagement
Location:	Hybrid (London office, Holborn WC1V) or remote.
Line manager:	Director of Engagement
Direct reports:	Head of Music & Entertainment, Head of High Value, Head of Individual Giving, Head of Mass Participation and Head of Regional Fundraising
Salary:	Circa £70k per annum FTE.

About this role:

The Associate Director of Fundraising plays a critical role within Teenage Cancer Trust, both as the strategic leader of a multi-million pound fundraising portfolio and as a member of a senior leadership team that collectively holds accountability for the charity's day to day performance.

What you'll be doing:

Strategic leadership

- Developing and implementing fundraising strategies, approaches and initiatives that are grounded in a deep understanding of both the organisation and our target audiences' needs.
- Providing strategic vision, inspiration, and direction to the fundraising directorate.
- Enabling a culture of inclusivity, collaboration and high performance that aligns with Teenage Cancer Trust's values.
- Working alongside senior leadership colleagues to shape, challenge and deliver the organisational strategy.

Relationships & influencing

- High level and complex internal and external relationship management and influencing.
- Horizon scanning to identify both risks and opportunities from the wider environment.
- Proactively seeking opportunities to involve young people affected by cancer in our work, making sure the directorate has an effective approach to safeguarding young people.

Performance, Planning & Operational Management

- Developing and delivering cross-cutting and multi-year business plans, budgets and reforecasts.
- Developing and implementing frameworks that monitor lead and lag indicators of fundraising success, as well as strategic and operational risks.
- Ensuring adherence to fundraising regulations, data privacy standards, and ethical practice.

You may be asked to undertake any other duties that are commensurate with the post as requested by your manager and you must carry out the duties of post in accordance with Teenage Cancer Trust policies and procedures.

What you'll bring to the team:

- A deep held desire for Teenage Cancer Trust's success and drive to meet the needs of the young people we exist to serve.
- A track record of engaging, energising and mobilising large teams through visionary strategic leadership and adapting personal leadership style.
- Experience in setting vision and strategy; and translating these into business plans, budgets and performance frameworks.
- Wide experience across the fundraising portfolio, with a proven track record of delivering significant income targets and driving cross-portfolio decision making.
- High degree of self-awareness, emotional intelligence and commitment to personal development.
- A skilled communicator who is able to use a range of channels and communication styles to best meet the needs of the audience.
- An active ally and champion for our equality, diversity and inclusion work.

Our values

You will be committed to and will work in line with Teenage Cancer Trust values - Determined, United, Spirited and Kind.

- Work in a 'determined' way facing problems and getting things done.
- Be 'united', work with knowledge passion and respect.
- Be brave, believe in possibilities, be 'spirited'.
- Be 'kind' see everyone's value, treat them as individuals and welcome their ideas.

Disclosure and barring checks (DBS)

- At Teenage Cancer Trust we're committed to delivering a service to teenagers and young adults with cancer that is embedded in safeguarding and safe working practice guidance. This role does not involve any regulated activity with young people and is therefore subject to a Basic DBS check.
- Occasional travel within the UK and work outside normal office hours from time to time if needed.

How to apply

Please apply by submitting a copy of your Curriculum Vitae (CV), by clicking on this [link](#).

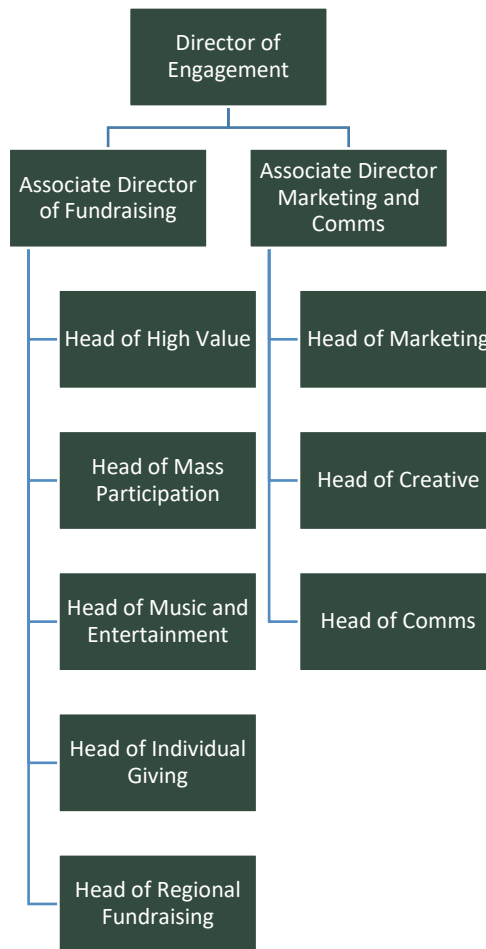
For any queries please contact Suzie Groves at suzie@aawpartnership.com.

Closing date: Monday 21st October, 5.00pm. 2024.

Shortlisted candidates will be invited to attend a virtual interview with Teenage Cancer Trust on Monday 28th October. For those progressing further, a second in-person interview will take place in person on Wednesday 6th November.

Please note we will be assessing applications as soon as they come in, so please apply early.

Engagement leadership team chart



Head of High Value – responsible for 15 team members.

Head of Mass Participation – responsible for 7 team members.

Head of Music and Entertainment – responsible for 6 team members.

Head of Individual Giving – responsible for 3 team members.

Head of Regional Fundraising – responsible for 21 team members.