



**Brain Tumour  
Research**

Together we will find a cure

## **Brain Tumour Research - Job Description**

### **Community Fundraiser – West Midlands**

#### **Job Purpose:**

This is a fantastic opportunity for an individual who wants to make a difference in one of the most innovative and exciting medical research fundraising charities in the UK.

As the Community Fundraiser for West Midlands, you will play a crucial role in helping the charity meet its strategic plans and objectives, which include campaigning to increase the national investment in brain tumour research to £35 million per year, while fundraising to create a network of seven sustainable Brain Tumour Research Centres of Excellence across the UK.

Your role will be to generate and grow our income through community fundraising activities, contributing to a regional team target more than £1.1 million.

Raising awareness is key, and community fundraisers do this by engaging people with our work, recruiting, and supporting the fundraising of individuals, challenge event participants, our Fundraising Groups and Charity of the Year partnerships. You will also build and sustain our supporter base, always providing excellent stewardship.

You will possess good time management skills to meet all your deadlines whilst juggling multiple projects and shifting priorities. You will also have a positive 'can do' attitude, a personable manner, and will embrace the desire to make a measurable difference.

You'll enjoy being part of and contributing to a busy, experienced, fast-working, and dedicated fundraising team while working cross functionally with other departments such as PR, marketing and Research, Policy and Innovation.

We ask that the successful candidate be flexible, and if necessary, on occasion be willing to support our fundraisers, if there is a large event that our supporters need assistance with.

Experience in meeting financial targets and working for a charity would also be beneficial.

Brain Tumour Research is an exciting, innovative, and ambitious charity. We are passionate about finding a cure for brain tumours through the establishment of dedicated Brain Tumour Research Centres of Excellence around the UK.

**Reports to:** Community Development Manager - West

**Direct Reports:** None

**Location:** Home based, within the West Midlands, Gloucestershire, or Warwickshire

**Contract:** Permanent

**Hours:** Full Time, 35 hours per week

## **Requisite Skills and Experience:**

### **Essential**

- Experience in community fundraising, donor management and stewardship
- Experience of working to and achieving objectives and financial targets
- A good communicator, with the ability to converse sensitively and empathetically with members of the public, who may be going through current or recent traumatic experiences
- Ability to work proactively and independently
- Able to identify and maximise fundraising opportunities within your area
- Flexible, embraces change and development, and can work occasional evenings and weekends when necessary
- Experience of working with MS Office, especially confident in Word and Excel.
- Outstanding organisation and time management skills
- Access to a car and full driving licence
- To be home based within the West Midlands area

### **Desirable**

- Experience of working with a database / CRM
- Experience of working with and recruiting volunteers

### **Main duties:**

- Own the recruitment and stewardship of supporters for our two key campaigns Wear a Hat Day and Walk of Hope
- Stewardship and management of challenge and sporting events
- Seek new opportunities to maximise fundraising within your area
- Support the delivery, growth and reach of community fundraising in your defined geographical area and support the development and delivery of a local fundraising strategy in line with the organisation's broader income generation objectives
- Ensure supporters, volunteers and fundraising groups have access to relevant fundraising advice, guidance and accurate signposting, whilst promoting best practice in fundraising
- Manage, and continuously develop and improve your area through excellent stewarding of existing supporters and recruitment of new supporters, including securing new partnerships such as charity of the year and Fundraising Groups
- Keep our CRM database fully up to date with information about our supporters and their fundraising activities
- Work collaboratively with other teams within the organisation