

Are you the experienced Fundraising Manager we need to grow and sustain this vital income stream and help drive lasting change?

Dear Candidate,

Thank you for your interest in the role of Public Fundraising Manager (Maternity Cover) at Endometriosis UK.

Endometriosis impacts the physical and mental health of 10% of women and those assigned female at birth, from puberty to menopause - although the impact may be felt for life. Yet it's a disease most people have never heard of, do not understand and currently has no cure. It takes on average, almost nine years to receive a diagnosis in the UK, leaving many living in pain and without answers.

As the UK's leading charity for all those affected by endometriosis, we're determined to change this and ensure that everyone gets prompt diagnosis and the best treatment and support. We have big ambitions in new our strategy, focused on driving down diagnosis times, supporting those with endometriosis to live well, campaigning for improved treatments and access to services, raising awareness, and leveraging more money into research, all made possible thanks to the incredible efforts and generosity of our supporters. We are a growing charity, and our income has increased by 200% over the last 5 years enabling us to launch new services such as a Specialist Nurse Helpline and an online Symptom Checker tool. *Last year, almost 70% of our income was from public donations and fundraising*, which is incredible. Our goal is to make every supporter feel valued while growing diverse and sustainable income streams. It's a big challenge for a small team, and that's where you come in!

Endometriosis UK is seeking a highly skilled and experienced Public Fundraising Manager to join our busy fundraising team and support our continued growth. You will line manage the Fundraising Administrator and the Stewardship and Supporter Care Officer, playing a key role in leading a friendly, ambitious team and delivering exciting plans to grow vital income.

With a strong focus on public fundraising, you will be confident managing projects across community fundraising, individual giving and legacies. You will be an experienced CRM user, up to date with fundraising regulations, and ideally bring at least two years' experience in a fundraising management role, including line management. Thriving in a fast-paced environment, you will be motivated by results and have a proven track record of meeting income targets, underpinned by a strong commitment to excellent supporter care and stewardship.

This is an exciting opportunity to help drive Endometriosis UK's work forward and boost our impact- for the benefit of everyone affected by endometriosis.

We look forward to receiving your application.

Best wishes,

A handwritten signature in blue ink, appearing to read "Heidi Yule".

Heidi Yule- Head of Development

JOB DESCRIPTION

Job title:	Public Fundraising Manager (Maternity Cover)
Reporting to:	Head of Income Development
Working hours:	Full time / 37.5 hrs a week
Location:	Endometriosis UK's office at London Bridge, with hybrid option
Contract:	Fixed term maternity cover, minimum 12 months
Annual salary:	£40,000- £42,000 including London Weighting, dependant on experience

Closing date for applications: 9am on Monday 19th January.

Interview dates: Thursday 29th January and Friday 30th January at our office in London Bridge.

About us:

Endometriosis UK is the leading UK charity supporting those living with endometriosis. Formed in 1981, we offer information and support to all those affected by endometriosis, for example through our website, webinars and information leaflets, and via our local support groups, Helplines, webchat and online forum. As well as directly supporting those with endometriosis, we work to raise awareness of endometriosis amongst healthcare practitioners, the public and the media; lobby for improved treatment and management; and support research. We have a big job to do and ambitious plans.

About the role:

The role leads on our public fundraising activities; public fundraising is at the heart of Endometriosis UK's success and has allowed us to launch transformative services such as our new Specialist Nurse Helpline and online symptom checking tool. Public fundraising is a high-growth area with an annual target of £1.2million. As Public Fundraising Manager, you will play a key role in the development of key income areas, as part of a passionate, supportive, and high-performing team, working towards a better future for all those with diagnosed and suspected endometriosis. You will also be line managing two members of our team, supporting their professional and personal development as they excel in their roles in providing excellent administrative, stewardship, and supporter care.

About you:

Our Public Fundraising Manager must be a motivated, organised, creative thinker who is able to support the organisation and our fundraisers. You will bring solid experience in fundraising at management level, ideally a minimum of two years, with a proven record of meeting ambitious income targets. You will have experience in delivering a varied programme of fundraising activities including but not limited to mass participation events, individual giving and fundraising challenges.

You will be an excellent multi-tasker and able to keep a cool head whilst managing competing deadlines and responsibilities. You will have line management experience and be a positive role model to your direct reports and the wider team.

You will be a confident and frequent CRM user, able to analyse data to build high-quality and engaging supporter journeys. You will be competent in Microsoft Office, including Excel, and ideally have experience of reconciling income across multiple income streams.

You are not required to have prior knowledge of endometriosis, however you will have a demonstrable interest in women's health and empathy for our mission.

The Role

This is an exciting opportunity to lead and grow Endometriosis UK's public fundraising programme at a pivotal time for the charity. As Public Fundraising Manager, you will drive at least £1.2 million in income through engaging community fundraising, challenge events and supporter-led activity, while delivering excellent stewardship and supporter experiences. You will line manage a small, dedicated team, develop new fundraising opportunities, and play a key role in strengthening relationships with supporters, partners and suppliers. Working closely with the Head of Income Development, you will help shape and deliver ambitious plans that ensure sustainable growth and lasting impact for those affected by endometriosis.

Key responsibilities:

1. Deliver a public fundraising income target of at least £1.2 million by managing the established community fundraising programme, including challenge events, DIY fundraising and fundraising events.
2. Manage the development, execution, and evaluation of our own fundraising challenges, currently 6, and identify new opportunities for the development of other fundraising products and challenges.
3. Ensure high-quality, effective and engaging stewardship of fundraising supporters.
4. Line management of our Fundraising Administrator and our Stewardship and Supporter Care Officer, and other temporary or permanent roles as required.
5. Manage the organisation's use of third-party fundraising platforms, including JustGiving, PayPal and Run for Charity.
6. Managing relationships with external organisations, including corporate supporters, partner organisations and suppliers.
7. Ensure all fundraising activities are fully compliant with GDPR, Fundraising Regulator, fundraising code and all other relevant legislation and good practice, and all relevant policies are in place.

8. Manage and oversee the monthly financial reconciliation for all income.
9. Ensure the fundraising information on the website is up to date and accurate.
10. Manage the day-to-day administration & correspondence for high value fundraisers, donors and companies by email, letter or over the phone, providing supporters with advice and support where necessary.
11. Assist with maintaining the charity database (CiviCRM), ensuring accuracy and consistency across the records.
12. Maintaining up-to-date filing systems, both manual and electronic as appropriate.
13. Lead on the development of communications, including email and social media, with fundraisers, potential fundraisers and supporters.
14. Assist the Head of Development in the delivery and monitoring of our new Regular Giving programme to grow this income stream.
15. Lead on strengthening the charity's legacies programme including information on the website and managing access/promoting our new free will writing service.
16. Managing and organising fundraising and events, including planning, setting and managing budgets, recruiting attendees, publicity and administration.
17. Attend core challenge events and manage cheer stations and volunteers.
18. Support the Head of Income Development and colleagues to ensure the smooth running of the charity. Endometriosis UK is a small, busy charity, and all staff contribute to the general running of the organisation in addition to their specific role activities.

Person specification:

1. Demonstrable experience of meeting or exceeding public fundraising income targets for a charity.
2. Fundraising management experience (ideally at least two years) in successful public fundraising, with experience of line managing direct reports.
3. Experience of successfully bringing new income generating products/campaigns into an organisation
4. Confident and frequent CRM user with proven experience using data to drive fundraising success and deliver excellent supporter journeys.
5. Strong IT skills, including confident and effective use of Microsoft Excel and Word.
6. Experience using fundraising platforms such as Just Giving, PayPal, and Enthuse.
7. Experience in event management
8. Experience of successfully developing relationships with external organisations and individual supporters
9. Numeracy skills, experience of setting and managing a budget and reconciling income
10. Excellent attention to detail
11. Excellent written and verbal communication skills, and ability to communicate to a diverse range of audiences including delivering of presentations, both to internal and external audiences, writing engaging stewardship copy and meeting supporters at events
12. Excellent planning and organisational skills
13. Excellent time management skills and ability to prioritise effectively
14. Ability to work creatively and professionally within a small team
15. Good interpersonal skills, with a flexible, proactive and positive attitude
16. Enthusiasm for learning new things and problem-solving
17. Experience of proactively delivering organisational objectives

18. Understanding of living with endometriosis or a demonstrable interest in women's health and empathy with our mission.
19. Understanding and demonstrable commitment to equal opportunities, diversity and inclusion.
20. Willingness to undertake occasional travel around the UK, and some evening and weekend working
21. The legal right to work in the UK, with no restrictions on your eligibility to indefinitely work or reside in the UK.

This is a full-time role based at Endometriosis UK's office at London Bridge, with hybrid working. Our hybrid working model allows for working from home up to 2 days per week, subject to business need.

How to apply

The closing date for applications is 9am on Monday 19th January, and interviews will take place in person at our office in London Bridge on Thursday 29th and Friday 30th January.

To apply, please send your CV of no more than two A4 pages, along with a cover letter of up to two pages outlining how you meet the person specification and why you are interested in this post. Please email to: assistant@endometriosis-uk.org

Please note that for capacity reasons, we are only able to get back to successful candidates on the status of their application.