

**JOB DESCRIPTION**

Job title: Fundraising Manager

Reporting to: Chief Executive

Working hours: Full time/ 37.5 hrs a week

Location: Marylebone, London

Contract: Fixed term – maternity cover, circa 1 year

Annual salary: £29,000 - £35,000 depending on experience

Start date: 1st February 2019 (ideally)

Closing date for applications: 25th November 2018

Interview date: 3rd December 2018

At Endometriosis UK we rely on the generosity and determination of our fundraisers, donors and members to ensure we are able to help all those affected by endometriosis. Excellent stewardship of our supporters is vital to ensure their ongoing support for our activities – can you help us achieve this along with growing income in other areas so we can deliver our ambitious plans and help 1.5 million women with endometriosis? The year ahead promises to be an exciting time; we’ve just announced a partnership with Standard Life to raise awareness of endometriosis, and successfully raised money from the pharmaceutical sector for the first time to fund a Menstrual Wellbeing project with the Royal College of GPs. Help us build on this momentum.

This crucial role leads on income generation for the charity, including setting and managing the fundraising income and expenditure budget, reviewing performance, and researching and bringing on new fundraising campaigns and activities to grow income. As well as building our community fundraising activities the post holder will help us diversify our income streams through developing our membership and individual giving, building on our corporate relationships to increase income, identifying grants where we match the criteria and work with colleagues to develop bids. The post holder will ensure excellent customer service along with the day-to-day administration of all donations, supporting our existing and potential fundraisers.

In this role you will:

1. Set, manage and deliver the annual fundraising and membership budget, monitoring performance against targets and reforecasting to ensure accurate management information.
2. 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.
3. Manage finance reconciliation for all income.
4. Ensure the fundraising and membership information on the website is up to date and accurate.
5. Manage the day-to-day administration & correspondence for fundraisers, members, donors, companies and trusts by email, letter or over the phone. Providing supporters with advice and support where necessary.
6. Assist with maintaining the charity database (CiviCRM), ensuring accuracy and consistency across records.
7. Maintaining up-to-date recording and filing systems, both manual and electronic as appropriate.
8. Leading on developing communications, including social media, with fundraisers, potential fundraisers and supporters.
9. Managing and organising fundraising and events, including planning, setting and managing budgets, recruiting attendees, publicity and administration.
10. Line managing staff and volunteers to fulfil fundraising plans.
11. Support the CEO and colleagues to ensure the smooth running of the charity. We are a small, busy charity, and all staff help with the general running of the organisation in addition to their specific role activities.
12. Undertaking any other duties commensurate with the general level of responsibility of the post.

The post holder manages the Administrative Officer, who provides admin support to the CEO as well as fundraising. This will require close working with the CEO to ensure their work is delivered.

**ABOUT YOU**

Our Fundraising Manager must be a motivated, organised and caring individual to support the organisation and our fundraisers. Excellent computing skills are required including Microsoft Excel and using a CRM database; excellent and efficient administration experience and a proactive organised approach to your workload is necessary. You’ll also have experience of managing reconciliation of different income sources. You are not required to have prior knowledge of endometriosis however you will have a demonstrable interest in women’s health and empathy with our mission.

Please note that this is a very ‘hands on’ role; we are a small organisation and the post holder will need to be comfortable undertaking a range of duties at all levels to get things done.

**Person specification:**

1. Experience and confidence in using a CRM database and Microsoft Excel and Word
2. Experience of leading successful community fundraising
3. Experience of successfully bringing new income generating products/campaigns into an organisation
4. Understanding of managing and developing membership and/or regular giving schemes
5. Event management experience
6. Experience of successfully developing relationships with external organisations
7. Numeracy skills, experience of setting and managing a budget and reconciling income
8. Excellent attention to detail
9. Excellent written and verbal communicate skills, ability to communicate to a diverse range of audiences.
10. Excellent planning and organisational skills
11. Excellent time management skills and ability to prioritise effectively
12. Ability to work creatively and professionally within a small team
13. Good interpersonal skills, with a flexible, proactive and positive attitude
14. Enthusiasm for learning new things
15. Experience of proactively managing social media to deliver organisational objectives
16. Experience of working with and ideally managing volunteers
17. Empathy with the mission and vision of Endometriosis UK
18. Willingness to undertake occasional travel around the UK, and some evening & weekend work.
19. Experience of managing staff (desirable)

**ABOUT US**

Endometriosis UK is the leading UK charity that supports women living with endometriosis. Formed in 1981, we offer information and support to women with endometriosis, for example through our website and information leaflets, and via our local support groups, Helpline and online forum. As well as directly supporting those with endometriosis, we work to raise awareness of endometriosis amongst healthcare professionals, the public and the media; lobby for improved treatment and management; and support research. Current campaigns include getting menstrual wellbeing taught in schools, improving diagnosis via GP awareness and education, and for implementation of the NICE guidelines on endometriosis across the UK in order to deliver better treatment and care.

We have a big job to do and ambitious plans. Keeping our donors, members and fundraisers engaged and growing our income will allow us to deliver our activities and support as many with endometriosis as possible.

To apply please submit a CV and maximum two-page cover letter outlining how you meet the person specification and why you’re interested in the post. The closing date is Sunday 25th November and interviews will be held on Monday 3rd December.  Applications should be sent to [admin@endometriosis-uk.org](mailto:admin@endometriosis-uk.org)