

# Fundraising Manager: Job Description

## KEY DETAILS

Job Title:	Fundraising Manager
Location:	Primarily Findacure Office, 66 Devonshire Road, Cambridge, CB1 2BL, but some flexibility in working location can be discussed
Responsible to:	CEO
Hours:	Part-time (22.5 hours per week)
Salary:	£35,000 pro rata

## BACKGROUND

Findacure is a UK charity that is radically transforming the world's understanding of rare diseases. Our vision is a world in which all rare diseases have treatments – made together with patients, for patients.

Findacure positively **transforms the lives** of people affected by rare diseases and **accelerates change** in the field by:

- Working directly with **patient groups** to **empower** them, giving them the skills to professionalise their work, and the confidence to recognise their own expertise in their conditions.
- Building a rare disease community** that supports, informs, and collaborates together for the betterment of all rare conditions.

## OVERVIEW OF THE ROLE

The Fundraising Manager takes responsibility for funding Findacure's patient group training projects and associated core costs. The primary focus is on sourcing our income through a combination of short term corporate grants and longer term trust applications. Clear fundraising targets are set in consultation with the CEO, with effective administration of our applications and identification of new funding opportunities crucial to ensure delivery. The Fundraising Manager forms and maintains relationships with our supporters and coordinates the monitoring, evaluation and reporting on projects. Moving forward, they will help to develop our fundraising strategy.

## MAIN DUTIES AND RESPONSIBILITIES

- Write funding proposals for grant making bodies and charitable trusts of all sizes.
- Develop existing and pitch for new corporate relationships to maximise staff fundraising, CSR, gifts in kind, and other forms of corporate giving.
- Maintain and develop the database of applications and funding sources.
- Research, identify, and build relationships with potential corporate supporters and trusts to feed into the prospective pipeline.
- Impact assessment and reporting - work with the wider team to develop improved impact monitoring systems to gauge project success. Deliver project reports for the grants makers.
- Develop a fundraising strategy.
- Work with the Communications Officer to develop patient stories to highlight the need for and impact of the charity.

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## BENEFITS

- 5% Pension contribution.
- 25 days holiday pro rata plus 8 bank holiday days.
- On-job-training and external training provisions.
- Valuable experience working in the charity/health sector.
- Exposure to all aspects of the charity through varied role.
- Frequent opportunities to meet with beneficiaries and supporters, and to experience first-hand the impact of charity.

## PERSONAL SPECIFICATION

This role is suitable for an individual with experience in fundraising and the charity sector.

### Essential

- Experienced grant writer and corporate fundraiser with a prolonged track record of meeting fundraising targets.
- The ability to build fundraising relationships and establish a long-term fundraising pipeline.
- Exceptional organisational skills, with experience of managing and prioritizing multiple tasks.
- Excellent interpersonal and team working skills, as well as an ability to work independently and seize opportunities.
- Excellent command of both written and spoken English, with strong persuasion skills.
- Takes pride in work, with an enthusiastic and positive outlook.
- Computer literate and confident using all MS Office software.
- Understanding of, and commitment to, the objectives of Findacure.

### Desirable

- Over three years fundraising experience.
- Experience in oral presentation.
- An understanding of the UK healthcare system.

Please email an up-to-date CV and covering letter to Dr Rick Thompson ([rick@findacure.org.uk](mailto:rick@findacure.org.uk)) by **9am on Tuesday the 23rd April**, outlining your relevant skills and experience, relating to the listed responsibilities and personal specification. Shortlisted candidates will be contacted for interviews.