

Fundraising Manager: Job Description

KEY DETAILS

Job Title:	Fundraising Manager
Location:	Findacure Office, 66 Devonshire Road, Cambridge, CB1 2BL
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

As Fundraising Manager, you will take responsibility for funding Findacure's patient group training projects and associated core costs. We're looking for someone who is proactive and has experience in fundraising to join our small, hardworking team based just a few minutes' walk from Cambridge train station. The primary focus of your role will involve sourcing our income through a combination of short term corporate grants and longer term trust applications. You will consult with our CEO to set clear fundraising targets, form and maintain relationships with our supporters, and coordinate the monitoring, evaluation and reporting of projects. As you develop into your role, you will help Findacure to develop our fundraising strategy. This is an exciting opportunity to work for a charity which will allow you to truly make a difference to people's lives and promises a hugely fulfilling and varied career.

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 grant makers.
- Develop a fundraising strategy.

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- Work with the Communications Officer to develop patient stories to highlight the need for and impact of the charity.

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

We are ideally looking for someone with fundraising experience within the charity sector but will consider exceptional candidates with transferable experience and a strong desire to learn.

Essential

- Experienced grant writer and corporate fundraiser with a 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 prioritising multiple tasks
- Excellent interpersonal and team working skills, as well as an ability to work independently and seize opportunities.
- Educated to degree level or appropriate experience in directly related field.
- Excellent persuasive writing abilities.
- Enthusiastic, proactive and results-driven approach.
- Understanding of, and commitment to, the objectives of Findacure.

Desirable

- Over three years fundraising experience.
- Experience in public speaking.
- 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) by 9am on Thursday the 12th September, outlining your relevant skills and experience, relating to the listed responsibilities and personal specification. Shortlisted candidates will be contacted for interviews.