

**Job Description and Personnel Specification**

**Fundraising Executive**

**Full Time**

**Permanent**

**Employees of Action Cancer must support its Mission, Values and Behaviours:**



**Values and Behaviours:**

Our strengths are that we are a Values driven charity with people being at the very centre of everything we do. Our services are proven to make a difference, we are a Northern Ireland charity run and controlled by local people, raising money, spending money, and supporting people only here in Northern Ireland.

We have three stated Values which are supported by seven expected behaviours.

**Value 1: Putting People First** - People are at the centre of everything we do.

**Value 2: Making a Difference** - Having a positive impact on everything we do.

**Value 3: Having Integrity** – Operating with full transparency, honesty and fairness in everything we do.

Our Values are supported by seven **Behaviours.** We Will…

1. Treat people with respect, care, dignity and consideration.

2. Listen, hear and respond positively to what people say.

3. Work together, supporting, adding value, learning from and sharing with others.

4. Embrace and develop new ideas, and ways of working.

5. Nurture, support, develop and equip our people to reach their full potential

6. Learn from the past, build upon and celebrate our success

7. Welcome scrutiny, taking ownership and responsibility for our actions.



**Title of Post: Fundraising Executive**

**Hours: 35 per week**

**Reports to: Corporate Fundraising Manager**

**Location: Action Cancer House**

**Salary: NJC point 20-24 £31,586 - £34,314**

In addition to a competitive salary, Action Cancer offer the Total Reward Package (enclosed), which focuses on what our staff value, and includes a flexible mix of rewards designed to meet staff needs, their lifestyle, and their stage in life, including a time-off-in-lieu accrual system, training, flexible family-friendly working arrangements, pension contributions, and excellent professional development opportunities.

Action Cancer is a local Northern Ireland charity - all our money is raised to provide services for local communities. Our dedicated team of staff and volunteers work across the whole of Northern Ireland helping to save lives and support people affected by cancer. To operate our services we must raise circa £4 million every year.

We provide early detection and health promotion services, and counselling and support services for cancer patients and their families, thereby making a real difference to people who are affected by or living with cancer.

Action Cancer staff - a mix of highly skilled professionals - are the most valuable asset to our charity. We offer a wide variety of training and development opportunities, and family friendly initiatives to enhance work-life balance, and to value and support individuals and family life. In recognition of this we were awarded Best Learning and Development Organisation in Ireland - Not for Profit Sector, and were winners of The Irish News ‘Best Place to Work’ Award, Employers For Childcare “Childcare Works Award” , Employers For Childcare Family Friendly Employer Award - Social Enterprise/Charity of the Year, and Employer of the Year AwardbyUTV Business Eye Awards. Winner of Business Eye First Trust Bank Business Awards - Employer of the Year Award 2018 and The Business Eye First Trust Bank Business Awards 2018

We are also very proud to have achieved Investors in People Gold Champion status, Investors in People Health & Wellbeing Good Practice accreditation, and Investors in Volunteers accreditation. These awards are testament to our continued commitment to “have highly valued, trained, enthusiastic, focused and committed people who work together and engage with others to make a positive impact on our community”.

**Fundraising Executive - Job Description**

**Key Responsibilities:**

**1. Corporate Fundraising & Sponsorships:**

* Identify and secure corporate sponsorships and donations, focusing on key partners who can contribute towards the overall fundraising target.
* Help create effective, relevant, and tailored proposals and sponsorship packages for private and public sector companies, highlighting the impact of their support.
* Build and maintain strong relationships with corporate donors.
* Secure the fundraising support of a number of industry bodies and chartered institutes
* Manage specific campaigns aimed at bespoke businesses such as Builders Tea

**2. Legacy Income Development Support:**

* Assist with developing and marketing of a new legacy income campaign
* Organise a legacy event aimed at warm supporters with support of others
* Develop and execute a plan to approach and secure naming rights opportunities for Action Cancer’s service rooms and facilities.
* Manage the negotiation and administration of naming rights agreements, ensuring clear communication and fulfilment of all promises made to donors.

**3. Reporting**

* Provide monthly progress reports to the Head of Fundraising and senior leadership, demonstrating success in achieving fundraising targets.
* Ensure timely follow-up, reporting, and account management of corporate partnerships.
* Keep on track of successful social media engagement by monitoring performance on channels

**4. Marketing & Communications:**

* Work closely with the communications team to create social media posts and fundraising materials, including proposals, event invitations, and website content.
* Ensure all fundraising activities comply with Action Cancer's values, brand guidelines, and donor recognition protocols.

**5. Assisting with all other Fundraising activities and income generation**

* Helping with team events that fall under the broad category of “Corporate or Public Body” or is an organisational wide activity, e.g “The Breast Foot Forward Walk”.
* Seeking out and helping with funding applications

**6. Ensure that on all occasions Action Cancer is an exemplar of Customer Care**

* Fully adhering to all relevant Fundraising Regulations and associate legislation. For example Data Protection and GDPR 2018.
* Ensure that all fundraising and corporate processes and procedures are strictly followed and adhered to.

**7. In addition being part of a team is central to the success of Action Cancer’s fundraising department and from time to time the post holder may be required to assist with:**

1. Direct Mail
2. Community Fundraising
3. Cheque presentations
4. Implementation of campaigns

**Other Responsibilities**

1. Ensure that all Health and Safety requirements are met, including the completion of appropriate Risk Assessments for activities.
2. Ensure Action Cancer Health and Safety Policy is adhered to including lone working requirements.
3. Attend regular E-Marketing Group meetings
4. Attend regular training days and external appointments.
5. Deputising for Line Manager when required.
6. Undertaking any other duties, which may from time to time be requested by your line Manager and/or Head of Fundraising and Communications, which are commensurate with the duties and responsibilities of the post.

**General Responsibilities**

1. Members of staff are expected at all times to provide the appropriate service and to treat those with whom they come into contact with in a courteous and respectful manner
2. All staff must comply with Action Cancer’s No Smoking Policy on Action Cancer Premises and also while on duty for the charity.
3. All duties are carried out in compliance with Action Cancer’s Health and Safety Policy and Statutory requirements.
4. Action Cancer is an Equal Opportunities Employer. You are required to adhere to Action Cancer’s Equal Opportunities Policy throughout the course of employment.
5. All staff must comply with Action Cancer Data Protection Policy and Procedures.
6. To ensure the ongoing confidence of the public in the staff of Action Cancer, staff must ensure they maintain the high standards of personal accountability.

**This job description will be subject to review in the light of changing circumstances and is not intended to be rigid and definitive, but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time. It is important to note that the responsibilities of the post may change to meet the evolving needs of the services that the charity provides.**

**Terms and Conditions of Employment**

* 2 satisfactory written references are required direct from a current / previous employer covering the preceding two years of employment.[[1]](#footnote-1)
* Successful applicants must evidence their right to work in the UK (under the Asylum and Immigration Act).This will be evidenced in the first instance by a passport or other forms of ID that will be outlined if no passport is available.
* 6 months probationary period
* Evidence of relevant academic and professional qualifications
* Evidence of appropriate vehicle documentation
* All potential employees may be asked to attend a pre-employment medical

**Action Cancer is an Equal Opportunities employer**

**PERSON SPECIFICATION**

**Essential Requirements**

1. A minimum of two years’ experience in corporate fundraising, marketing, sales or customer account management.
2. Relevant third level qualification or equivalent **OR** a minimum of 4 years’ experience working in fundraising, marketing or sales.
3. Experience of relationship management with key partner organisations
4. Experience of developing and presenting successful creative proposals to a corporate audience
5. Proven organisational skills with practical experience of working with a range of individuals and organisations
6. High level of experience and competence with IT including all Microsoft packages
7. Proven ability to work on own initiative - abilit*y* to demonstrate experience of creative planning, monitoring, evaluation and reporting.
8. Proven ability to work to deadlines and applying strict time management skills.
9. Hold a full, current driving licence with business insurance, and have access to the use of a car or some other appropriate form of transport to carry out the duties of the post in full.
10. Flexibility to work out of hours including some weekends and evenings. TOIL policy applies.

**Desirable Requirements**

1. Previous experience of public speaking
2. Experience of budget management
3. Experience of researching and developing funding applications
4. Three years or more experience in corporate marketing or fundraising
5. Relevant degree level qualification
6. Knowledge of Raisers Edge software

**Appendix 1: Action Cancer Total Reward Statement**

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| **Training and Development** * Organisation Wide Training Budget
* Paid Tailored Training and Development Support
* Comprehensive In-House Training Courses and External Development Opportunities linked to Role, Strategic Plan, Individual Requests, and Competencies
* Comprehensive Induction Program
* Continued Professional Development Support
* Structured Interim and Annual Performance Reviews
* Regular All Staff and Department Teambuilding Away Days and Events
* Cross Departmental Working Opportunities/ Workplace Shadowing
* Overseas Challenge Opportunities
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| **Work Life Balance*** Standard 35 hour working week
* Flexible Working - hybrid working, compressed hours, staggered start times
* Enhanced paid annual leave - 11 annual statutory days, up to 25 days annual leave (depending on role), Additional Day Paid Leave at Christmas
* Fixed Christmas closure throughout the entire organisation
* Christmas staff and family events
* Time Off In Lieu in compensation of additional hours worked
* Additional leave purchase scheme
* Sabbatical, Discretionary and Dependant care leave subject to eligibility
* People and Family Friendly Policies
* Enhanced maternity, paternity and adoption leave and pay subject to eligibility.
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| **Social, Physical and Mental Health and Wellbeing*** WPA - NHS Cash Back Plan and Employee Assistance Program subject to eligibility.
* Health and Menopause Support Policies and Return to Work programs
* Therapeutic supports – counselling, complementary therapies, acupuncture
* External care and support services – Staffcare & DAS confidential counselling helpline services
* AIG Smart Health - digital GPs, health checks, nutrition consultation, fitness programme, mental health support, myStrength app, 24/7 mental health helpline, legal and financial support.
* External Occupational Health Service, health checks, screening, and vaccinations
* Regular Staff Health and Wellbeing and Awareness and Opinion Surveys, and Staff Wellness Week
* Mediation services
* Staff kitchen facilities, free tea and coffee, and shower facilities
* Christmas family party and subsidised Christmas departmental celebrations
* Staff pool car
* Clear Policies and Procedures
* CSER Team representing staff opinion and arranging events throughout the year.
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| **Financial Reward and Recognition*** Sector competitive salaries
* Action Cancer 6% pension contribution + 3.2% employee contribution + tax relief = 10% contribution to pension pot
* Enhanced Sick Pay (Service Related)
* Salary Sacrifice for Annual Leave, Pension, and Bike to Work Schemes
* Work related professional membership fees paid
* Mileage Allowance at the Prevailing HMRC Rate
* Additional Day Paid Leave at 10,15,and 20 Years’ service for staff on NJC payscales
* Free staff uniforms
* Free car parking
* Death-in-service benefit of £50,000 lump sum payable to nominee.
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1. Where such references are unavailable, and in respect of employee(s) joining directly from school or government sponsored youth training schemes, character references will be required. [↑](#footnote-ref-1)