

## EVENTS FUNDRAISER JOB DESCRIPTION



<b>Job title:</b>	Events Fundraiser
<b>Reports to:</b>	Events Fundraising Manager
<b>Location:</b>	Angel Gate, London EC1, with regular home working.
<b>Hours:</b>	Full time, permanent (37.5 hours)
<b>Salary:</b>	£28,000 per annum



**Background:** 11 women die every day from ovarian cancer and survival rates in the UK are among the worst in Europe. Target Ovarian Cancer is the UK's leading ovarian cancer charity. **Join us to raise awareness, fund research and save lives.**

We are the authority on ovarian cancer. We work with women, family members and health professionals to ensure we target the areas that matter most for those living and working with ovarian cancer.

Together with the ovarian cancer community, we are transforming the future for women in the UK who are living with ovarian cancer and thousands more who are yet to be diagnosed. But there is so much more to do. We will not stop until we have achieved our goal of doubling survival from ovarian cancer by 2050.

It's an exciting time to join Target Ovarian Cancer, you'll be joining a team of expert fundraisers across a variety of income streams at a time of growth. As our Events Fundraiser, you'll be instrumental in maximising our income and ensuring we continue to reach our goals and ambitious targets.

## SPECIFIC RESPONSIBILITIES

### 1. Third party challenge events

- To manage our participation in third party events such as the London Marathon, including organising volunteer cheering squads and receptions as appropriate.
- To engage with our supporters and provide excellent supporter care. Keeping on top of individual targets, and providing encouragement and support to help them reach their goals.
- To liaise with suppliers and event organisers to ensure all supporters are fully prepared and all challenge admin is taken care of.
- To proactively seek opportunities to attract participants and generate income.

### 2. Owned events

- To support the Events Fundraising Manager with bespoke challenge logistics, as required.
- To recruit and manage volunteers for our bespoke challenges, including managing them on the day.
- To research and approach suppliers and potential Gift in Kind donors.

### 3. Other duties

- To attend fundraising events which may include UK-wide travel, overnight stays and anti-social hours.
- To develop an in-depth knowledge of ovarian cancer and understanding of Target Ovarian Cancer's work.
- To keep up to date with best practice in fundraising and comply with relevant legislation.
- To act as an ambassador for the Fundraising Team and the charity as a whole both internally and externally.
- To undertake any other assignments within the Fundraising Team and wider organisation as required.
- To put the supporter at the heart of all we do.

## PERSON SPECIFICATION

	Essential	Desirable
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience managing a charity's participation in large, third party mass participation events.</li> <li>• Experience of keeping on top sponsorship targets and providing excellent supporter care.</li> <li>• Experience of working with a wide variety of people both internally and externally.</li> <li>• Experience of recruiting and managing volunteers.</li> <li>• Knowledge of Fundraising/Charity Law and Codes of Conduct/Best Practice.</li> <li>• Experience of using a charity CRM database.</li> </ul>	<ul style="list-style-type: none"> <li>• Managing and providing stewardship to 200+ supporters per year.</li> <li>• Experience of events marketing.</li> <li>• Experience of using Raisers Edge NXT.</li> </ul>
<b>Skills and attributes</b>	<ul style="list-style-type: none"> <li>• High level of organisational skills and ability to meet deadlines in a fast-paced working environment.</li> <li>• Excellent attention to detail.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Excellent numeracy skills.</li> <li>• Proficient in the use of Microsoft Office.</li> <li>• Strong interpersonal skills and relationship-building abilities, able to work collaboratively with colleagues and supporters.</li> <li>• Self-motivated, enthusiastic and keen to learn.</li> </ul>	

## EQUAL OPPORTUNITIES

Target Ovarian Cancer is committed to the promotion of equal opportunity and does not discriminate against employees for job applications on the basis of race, sexual orientation, religion, colour, sex, age, national origin, disability or any other status or condition protected by applicable law. This policy extends to but is not limited to recruitment, selection, remuneration, benefits, promotion, training, transfer and termination.