

Events Fundraising Manager

JOB DESCRIPTION



Job title:	Events Fundraising Manager
Reports to:	Head of Community and Events Fundraising
Location:	Angel Gate, London EC1, with regular home working.
Hours:	Full time, permanent (37.5 hours)
Key relationships:	Fundraising, digital and data teams, Head of Communications, Head of Marketing
Direct reports:	Events Fundraiser x2

Salary: c. £34,000



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.

In this new role, you'll be joining us at an exciting time of growth and joining a team of expert fundraisers across a variety of income streams. Working with the Head of Community and Events Fundraising and the wider team, you'll lead on increasing income across our events portfolio, including leading on and delivering our bespoke challenges and overseeing our third-party mass participation portfolio. There will also be the opportunity to work on and manage special events.

You'll have experience of product development, maximising income and working on bespoke challenges. You'll have a keen eye for detail and passion for excellent supporter care.

SPECIFIC RESPONSIBILITIES

1. Third-party challenge events

- To oversee all sporting and challenge events and proactively seek opportunities to develop our portfolio of events.
- To form strong relationships with external partners, event companies and suppliers to deliver events and grow and develop the portfolio.
- To monitor KPIs and provide reports to the Head of Community and Events Fundraising.

2. Owned events

- To manage and develop our bespoke challenges, including The Ovarian Cancer Walk|Run. Increasing participant numbers and ensuring the smooth running of all events.
- To work with the communications team to ensure that all events are well promoted and all marketing avenues have been explored, helping to formulate and monitor marketing planning and delivery to ensure targets are met.
- To work with the Events Fundraisers to recruit and manage volunteers.
- To liaise with suppliers, as required, negotiating prices where appropriate.
- To ensure events are thoroughly evaluations and recommendations implemented.

3. Special events

- To manage the annual supporters' reception.
- To provide excellent supporter care to third-party led special events and provide support for major donor and legacy events as required.

4. Resource management

- To set and monitor the Events Fundraisers' targets, objectives and KPIs.
- To monitor performance through regular 1:1 meetings and carry out all annual appraisals.

5. Other Duties

- To work with the wider team to actively seek and promote cross-selling opportunities.
- 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
Knowledge and Experience	<ul style="list-style-type: none"> • Demonstrable record of increasing events fundraising income and exceeding targets. • Significant experience of challenge events fundraising. • Demonstrable understanding of marketing and supporter care. • Experience of recruiting and managing volunteers. • Knowledge of Fundraising/Charity Law and Codes of Conduct/Best Practice. • Experience of using a charity CRM database. 	<ul style="list-style-type: none"> • Experience of working on bespoke walks or runs. • Line management including setting objectives and KPIs. • Experience of using Raisers Edge NXT.
Skills and attributes	<ul style="list-style-type: none"> • High level of organisational skills and ability to meet deadlines in a fast-paced working environment. • Excellent attention to detail. • Forward-thinking with the ability to anticipate and mitigate problems. • Excellent written and verbal communication skills, and presentation skills. • Excellent numeracy skills. • Proficient in the use of Microsoft Office. • Strong interpersonal skills and relationship-building abilities, able to work collaboratively with colleagues and supporters. • Ability to work well as part of a team as well as on own initiative. • Confident, with the ability to negotiate, influence, inspire and motivate others. • Confident in seeking and offering feedback at all levels. • Self-motivated, enthusiastic and keen to learn. • Calm under pressure 	

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.