

Recruitment pack



**Trusts Fundraising
Manager**

Fundraising team

Closing date: 08/11/2023



**Target
Ovarian
Cancer**

Dear candidate

Thank you for your interest in our new Trust Fundraising Manager role. It's an exciting time to join Target Ovarian Cancer as we embark on a new three-year strategic business plan to target life-saving early diagnosis, treatment and support.

I joined the charity as Director of Development with a very personal connection to the cause. When I was a teenager, a close family member was diagnosed and treated for ovarian cancer. She was lucky to be referred for tests early enough and she is healthy today, twenty years later. But many women are not. Shockingly, one in seven women die within two months of being diagnosed. That's why I'm passionate about leading my talented team to raise £10m over the next three years.

In that time, we want to:

- Fast forward diagnosis so that more women get treatment sooner
- Fast forward access to new treatments to make personalised care available for all
- Fast forward support so that everyone affected by ovarian cancer in the UK has the best possible quality of life

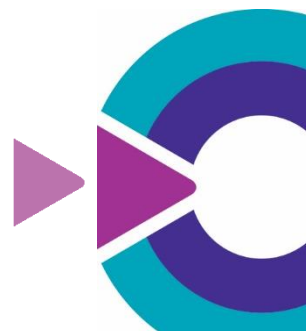
We have set ambitious fundraising targets to grow our income by 30% over the next three years. Building on a growing portfolio of charitable trusts, a driven development board and a strong case for support, our new Trust Fundraising Manager will play a central part in raising this income to stop ovarian cancer devastating lives.

We have a well-established trusts portfolio that has been managed largely by freelancers. This role therefore gives you the opportunity to build on a successful programme, whilst making your mark in a new role.

If you are successful in your application, you will be joining a vibrant and supportive charity where personal development and learning runs through the heart of everything we do. Our commitment to equality, diversity, equity and inclusion is reflected throughout our business plan, including our approaches to seeking insight from a wide range of people affected by ovarian cancer, inclusive service development and our staff culture. Our hybrid and core flexible working policy means you can work in the way most suited to you, but we prioritise social and development time together so that you feel connected to the team. You will report to a skilled Head of Philanthropy and Partnerships, and work within a charity that is proudly fundraising focused. This is a hugely exciting role with real potential to make your mark. I hope you will consider joining us.



Anna Cogger
Director of Development



What you need to know about the role

Job title:	Trusts Fundraising Manager
Reports to:	Head of Philanthropy and Partnerships
Location:	We currently offer a hybrid-working model. This means you may usually work from your home or remote location but are expected to attend meetings and pay for your own travel to the office in Angel, London when required.
Hours:	Full time, 35 hours per week
Salary:	£42,000 per annum pro rata 
Holiday:	Staff start with 25 days' annual leave entitlement, rising to 27 days after one year's service and 30 days after two years' service, plus statutory public holidays.

About Target Ovarian Cancer

Ovarian cancer devastates lives.

11 women die every single day and survival rates in the UK are among the worst in Europe. Those facing ovarian cancer are being let down on all sides: symptoms awareness is low, diagnosis is often too late, treatments are too few and often debilitating. Too many lives are lost and shattered.

This injustice cannot continue. As a community we stand for change.

At Target Ovarian Cancer, we target what's important to stop ovarian cancer devastating lives.

We're the only ovarian cancer charity working across all four nations of the UK. We work with everyone affected by ovarian cancer and health professionals to ensure we target the areas that matter most for them.

We're fighting for a world where everyone with ovarian cancer lives, and we're targeting what's important – symptoms awareness, early diagnosis, better treatments and support for all.



Our values

Learn about the values we expect from ourselves and each other, at every level of the organisation, every day.



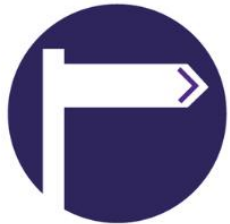
Supportive

Working together to be there for women with ovarian cancer and their families.



Expert

Bringing together the knowledge, skills and experience to succeed.



Pioneering

Constantly pushing boundaries, innovating and working to be the very best we can be.



Empowering

Helping people to achieve their goals.



Passionate

Women with ovarian cancer are at the heart of everything we do.



Impactful

Delivering the changes that women with ovarian cancer and their families need.



My favourite thing about working at Target Ovarian Cancer is definitely the people – it's an absolute pleasure to be part of such a passionate and dedicated team who are super friendly and fun to work with!"

- Hayley, Head of Digital



Specific responsibilities

We are looking for an experienced Trust Fundraising Manager to join our dynamic Philanthropy & Partnerships team. This role will lead on all our trusts and foundations approaches, playing an integral role in growth and development of the portfolio. It is a fantastic opportunity to shape the future of this high value income stream to realise its full potential!

Role purpose

We want to grow our income at Target Ovarian Cancer to meet our ambition; building on our successes to date and investing in our future, so we can achieve our goal of doubling survival from ovarian cancer by 2050. The role reports to the Head of Philanthropy & Partnerships and will manage one of our largest income streams.

As Trusts Fundraising Manager you will use your experience and skills to identify and lead approaches to trusts, foundations, company foundations, statutory, lottery and other organisations securing gifts of £5k-£1m+. You will create high quality approaches and deliver against financial targets, proactively supporting opportunities to source income to support the ovarian cancer community.

The fundraising department has seen considerable growth over a relatively short period, raising more than ever before in 2022-2023 (£2.7m) and on track to exceed this in 2023-2024. We have recently launched our 23-26 business plan and our high value fundraising appeal – Fast Forward. It is an exciting time to join the team and make your mark!

The successful candidate will be a self-starter with high levels of motivation, and a skilled writer with the ability to work autonomously and build on the strong foundations we have in place.

Specific Responsibilities

- Lead on delivering key areas of the Philanthropy & Partnerships strategy and operational plan to establish a strong and sustainable funding base and support our growth ambition by delivering income targets year on year.
- To write compelling applications, cases for support and reports, working in collaboration with programmes, finance and communications colleagues and tailoring the information for the audience.
- Develop first class relationships with the portfolio of existing and new trust funders, delivering the highest levels of donor care, by always providing excellent stewardship and ensuring all reporting requirements are fully met.
- Lead on horizon scanning for trust funders, creating a prospecting programme for new opportunities to grow the portfolio. Utilising existing networks, specialist funding sites and referrals.
- Develop processes to be used across Target Ovarian Cancer, to codify our approach to grant management and ensure appropriate escalation points across the organisation.



Specific responsibilities

- Work both independently and with colleagues to develop content for proposal to funders, ensuring information is accurate and compelling, to generate funding for restricted and core work.
- Maintain and develop Target Ovarian Cancer's project proposal templates and support materials, liaising closely with the Supporter Services team and adhering to brand guidelines and key messaging.
- Manage the trust fundraising programme via Raiser's Edge, developing account management and stewardship activities and maintaining detailed records of all communications, in line with Target Ovarian Cancer database guidelines.

Reporting

- To provide regular activity, income and pipeline updates to the Head of Philanthropy & Partnerships and Development Board.
- Maintain accurate records of gifts and restrictions.
- Ensure that progress against KPIs and pipeline is effectively monitored and reported, flagging concerns and developments in good time.
- Ensuring pipeline development by maintaining the database, recording all stewardship actions and communications.

Other duties

- To help at fundraising events from time to time.
- To work closely with other members of the fundraising department to provide data and leads to help them maximise income for the charity.
- To put the supporter at the heart of all we do.
- 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 department and the charity both internally and externally.
- To travel if required within the UK to fulfil the role. To be prepared to undertake some anti-social working hours and overnight stays.
- To undertake any other assignments within the fundraising department and wider organisation as required.



Person specification

	Essential	Desirable
Knowledge and experience		
Proven track record in trust fundraising, including leading on applications, and winning multi-year grants of more than £100k	x	
Proven ability to monitor, assess, evaluate and report back to funders on how their support has made a difference to Target Ovarian Cancer.	x	
Good knowledge of the principles and practice of trust and statutory fundraising, charity legislation, trust and statutory funders' grant criteria and of the general trust and statutory fundraising landscape.	x	
Experience of working with project teams to develop fundraising proposals and successfully manage funder expectations for grant funded projects.	x	
Experience of producing high quality written communication materials for reports and updates.	x	
Well-developed numeracy and analytical skills. Proven ability to manage budgets including forecasting and monitoring project budgets.	x	
Excellent organisation skills with the ability to manage and take responsibility for workload, to work independently with minimal supervision as well as work productively as part of a team.	x	
Excellent communication skills and the ability to understand and translate complex information to a variety of audiences – both written and verbal. This includes presentation, negotiation and influencing skills and the ability to deal with people at all levels (internal and external) with tact and diplomacy.	x	
Able to use Raiser's Edge database.		x
Knowledge of and empathy with issues relating to ovarian cancer.		x



Person specification

Personal attributes and skills

Essential

Desirable

Ability to manage a varied workload across multiple projects.	x	
Effective and flexible written communication skills to produce documents that are inspiring, concise, and informative.	x	
Good communication skills with ability to speak with confidence, clarity, and passion on complex issues to stakeholders.	x	
Tenacious, driven, and self-motivated approach with a can-do attitude and an eye for detail.	x	

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.



Benefits



Holidays

Staff start with 25 days' annual leave entitlement, rising to 27 days after one year's service and 30 days after two years' service and also receive statutory public holidays. This is pro-rated for part time staff.



Employee assistance programme

All members of staff, their partners and any dependants between the ages of 16 & 24 in full time education, have access to a free and anonymous service providing information, expert advice and specialist counselling to deal with a wide range of issues staff may encounter in their personal or work lives.



Health Service Discounts

All Target Ovarian Cancer staff are eligible to sign up to the NHS Health Service Discounts website as healthcare-related charity staff and receive discounts on shopping, insurance, mobiles, and more!



Volunteering

All staff are encouraged to volunteer at Target Ovarian Cancer events at least twice a year. Time off in lieu is given for these volunteering times when staff volunteer out of working hours.



Pension

5 per cent employer contribution.

Meet the team



Everyone is genuinely passionate about supporting all those affected by ovarian cancer. Everyone works so hard to make a difference every day and we are all supported to be the best we can be, which has a direct effect on those who need our advice and information the most."

- Amy, Senior Healthcare Engagement Officer



Benefits



Interest-free season ticket loan

Allowing staff to spread the cost of annual public travel to and from the office over a set period of time.



Childcare vouchers

Available to those already on the childcare voucher scheme.



Buddy system

All new starters are allocated a buddy to help welcome them into the charity and support them in settling in.



Hybrid working

Our hybrid working policy means staff may usually work from their home or remote location, and are expected to attend meetings and pay for their own travel to the office in Angel, London when required.



Social committee

Target Ovarian Cancer's social committee organises fun social events creating a sense of togetherness and wellbeing among our valued staff.



Flexible working

Our standard full-time working week is 35 hours. We make every effort to support flexible working requests where possible (we respect people's different working preferences and the need for a healthy work-life balance).

Meet the team



I was made to feel so welcome by everyone at Target Ovarian Cancer from my very first day, and that support has definitely continued. The hybrid working model works well, but there are still plenty of great opportunities for us all to meet in person. Everyone has a really strong understanding and passion for our work and what we're here to achieve, and it's fantastic to be a part of that."

- Anna, Digital Marketing Manager



How to apply

Please apply by submitting a cover letter and CV to jobs@targetovariancancer.org.uk. Please also complete [this equal opportunities monitoring form](#) and send it to: equalities@targetovariancancer.org.uk.

Please submit your application by 11.59pm 8 November 2023.

You can also apply by visiting our website: www.targetovariancancer.org.uk/jobs

Target Ovarian Cancer is a company limited by guarantee, registered in England and Wales (No. 6619981). Registered office: 30 Angel Gate, London, EC1V 2PT. Registered charity numbers 1125038 (England and Wales) and SC042920 (Scotland).

Find out more

 targetovariancancer.org.uk/jobs

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