

## JOB DESCRIPTION

<b>Job Title:</b>	Fundraising Assistant
<b>Salary:</b>	£18,000 -£19,000 gross per annum (dependent on experience)
<b>Hours of Work:</b>	35 hours per week (full-time)
<b>Responsible to:</b>	Fundraising Manager
<b>Responsible for:</b>	Fundraising support and administration
<b>Location:</b>	Oakhanger, Hampshire

### Job Purpose:

This new post requires a highly motivated, empathetic and proactive Fundraising Assistant, to join our growing fundraising team. The post-holder will be working with the Fundraising Events Co-ordinator to steward, motivate and nurture our community fundraisers.

This is an excellent opportunity for an intelligent, organised and creative candidate who is looking to join a dynamic and growing charity.

### Pancreatic Cancer Action (PCA)

Pancreatic Cancer Action, (registered charity No.1137689) was founded in Surrey in 2010 by a rare survivor of the disease. A small team, headed by our Chief Executive, runs the charity and overall a board of Trustees provides direction for the organisation.

Nearly 10,000 men and women are newly diagnosed with pancreatic cancer every year in the UK.

In 50 years, the five per cent survival rate of the UK's fifth biggest cancer killer has not changed. BUT if patients are diagnosed in time for surgery, they have ten times more chance of surviving pancreatic cancer.

At Pancreatic Cancer Action, we are dedicated to saving lives by improving early diagnosis and improving the quality of survival for men and women diagnosed with pancreatic cancer in the UK.

PCA is a small charity with a huge voice shouting about much needed change for pancreatic cancer. We were founded out of a desperate need to give more attention to a disease that has been neglected for far too long.

We fund research, create national awareness campaigns, lobby for change, produce educational programmes for for medical professionals and provide comprehensive patient information.

## The Role:

We are looking for a highly motivated, empathetic and proactive Fundraising Assistant, to join our small fundraising team. You will be working alongside the Fundraising Events Co-ordinator to steward, motivate and nurture our community fundraisers.

You must be competent, IT literate and a passionate individual who is able to deliver excellent stewardship to supporters who are fundraising for Pancreatic Cancer Action.

Empathy and good communication skills are vital in this role and you must be able to work well as part of a team and use your initiative.

PCA develops strong relationships with its key supporters and fundraisers and we go above and beyond to help and guide them through their fundraising endeavours.

## Main Duties and Responsibilities:

1. Assist the Fundraising Manager and Fundraising Events Co-ordinator with day to day fundraising support and administration.
2. Support and liaise with PCA fundraisers over the 'phone and by email maintaining current relationships and nurturing new ones.
3. Proactively engage with local businesses, groups, associations and schools to gain their support and provide them with excellent stewardship throughout their fundraising journey.
4. Assist with the distribution of fundraising packs and support materials, making sure they are dispatched quickly and efficiently.
5. Assist in the distribution of our supporters "thank you" letters and certificates on completion of their event.
6. Responsible for the management and distribution of all shop orders.
7. Keeping track of all PCA merchandise and reporting when stocks are low to the Fundraising Events Co-ordinator and assisting with the re-ordering of stock.
8. Maintain the fundraising database, making sure all income is logged against the relevant contact.
9. Assist in recruiting volunteer support for challenge events.
10. Identify and develop new community fundraising activities which will contribute to the calendar of fundraising events.
11. Attend where necessary outdoor fundraising events on behalf of PCA.
12. Attend when necessary conferences and exhibitions across the UK, acknowledging that some of these may involve overnight stays or weekends.
13. Perform any other duties that the Fundraising Manager may consider appropriate.

While every effort has been made to outline all the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Also, the post holder may, from time to time, be asked to undertake other reasonable duties commensurate with the grade of this post.

### Experience required:

Essential	Desirable
<ul style="list-style-type: none"> <li>• Excellent telephone manner</li> <li>• Excellent organisational skills and attention to detail</li> <li>• Excellent written and verbal communications skills</li> <li>• Empathetic with good relationship management skills</li> <li>• An excellent working knowledge of Microsoft Office (Outlook, Excel, Word and PowerPoint).</li> <li>• Excellent interpersonal skills and the ability to communicate well with a broad range of people, including those affected by pancreatic cancer.</li> <li>• Ability to work in a team and to apply initiative and common sense.</li> <li>• Excellent numeracy skills.</li> <li>• Experience of working to deadlines</li> <li>• Enthusiastic and results driven</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to A'level standard or above</li> <li>• Experience of fundraising</li> <li>• Previous volunteering experience for a charity</li> <li>• Experience of dealing with external suppliers and organisations</li> <li>• CRM database experience</li> </ul>

### To Apply:

Please send your CV plus a short covering letter detailing why you would be the ideal candidate for this position to:

Lucy de'Lemos, Fundraising Manager [lucy@panact.org](mailto:lucy@panact.org)

Please note, our office is situated in a rural location with very few public transport links.

For more information on Pancreatic Cancer Action, please visit [www.pancreaticcanceraction.org](http://www.pancreaticcanceraction.org)

### Closing Date:

20<sup>th</sup> March 2017

Interviews will take place in early April 2017

**Pancreatic Cancer Action is an Equal Opportunities employer and we welcome all applications regardless of disability, ethnicity, gender or age.**