

JOB DESCRIPTION

Job Title:	Fundraising Assistant
Salary:	£18,000 per annum
Hours of Work:	35 hours per week (full-time)
Responsible to:	Fundraising Manager
Location:	Oakhanger, Hampshire (GU35)

Job Purpose:

We are looking for a highly motivated, empathetic and proactive Fundraising Assistant, to join our growing fundraising team. Supporting the Community Fundraiser and the Events Co-ordinator, you will also play a key role stewarding, motivating and nurturing our fundraisers.

You must be a 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.

Pancreatic Cancer Action develops strong relationships with its key supporters and fundraisers and we go above and beyond to help and guide them through their fundraising and interaction with the 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 innovative research, create national awareness campaigns, lobby for change, produce educational programmes for medical professionals and provide comprehensive patient information.

Job role and responsibilities:

1. Assist the Fundraising Team 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. Communicating with the Marketing Comms Assistant to schedule social media posts and press releases for supporters/fundraisers.
4. Assist with the distribution of all 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. Assisting with the upkeep of the data base; making sure all income is logged against the relevant contact, organisation and campaign.
7. Attend where necessary outdoor fundraising events on behalf of PCA.
8. Attend when necessary conferences and exhibitions across the UK, acknowledging that some of these may involve overnight stays or weekends.
9. Perform any other duties that the Fundraising Manager may consider appropriate.

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Personal Qualities:

- Good time management skills and the ability to organise, plan and prioritise on own initiative including when under pressure and meeting deadlines.
- Ability to work flexibly and enthusiastically as part of a team.
- Ability to communicate with a variety of people in a friendly, professional and confident manner.
- Be tactful, patient and diplomatic and maintain a sensitive approach towards colleagues and PCA stakeholders, mindful of confidentiality and discriminatory practices.
- Understand the issues surrounding pancreatic cancer.
- Be empathetic towards Pancreatic Cancer Action's aims, values and objectives Willingness to work flexible hours when required to meet work demand.
- Willing to attend meetings/conferences/events outside normal working hours.

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