

JOB DESCRIPTION

Job Title: Fundraising Executive
Hours of Work: 35 hours per week (full-time)

Reports to: Fundraising Manager

Salary: £23,000 - £26,000 dependent on experience
Location: Oakhanger, Hampshire (GU35) and or agreed Hybrid of flexible home/office working.

Job Summary

As a Fundraising Executive you will have a vital part to play in communicating and building relationships with Pancreatic Cancer Action's supporters and fundraisers. The role primarily involves overseeing challenge events and participants, corporate partnerships and stewardship of supporters.

The post holder will need to have charity fundraising experience, be a competent, IT literate, passionate and very organised individual. Empathy and excellent communication skills are vital in this role and the candidate must be able to collaborate and work well as part of a team.

This is a fantastic opportunity to become part of a small but dynamic and fun team in a rapidly expanding charity.

About Pancreatic Cancer Action

Pancreatic Cancer Action, (registered charity No.1137689) was founded in 2010 by a rare survivor of the disease. We are a small team headed by our Founder & Chief Executive who runs the charity plus a board of Trustees, which provides direction for the organisation. In August 2020 Pancreatic Cancer Action merged with Pancreatic Cancer Scotland making our team stronger than ever.

Pancreatic cancer has only a seven per cent survival rate and this figure has not improved significantly for over 40 years. Despite it being the fifth biggest cancer killer in the UK, pancreatic cancer receives only three per cent of overall research funding. With a strong focus on early diagnosis, it is Pancreatic Cancer Action's aim to improve survival rates through awareness, medical education, improved patient information and by funding research specifically into the early diagnosis of pancreatic cancer. Simply, we want more people diagnosed in time for surgery, currently the only potential for a cure.

Primary Responsibilities

- Develop, Implement and manage the supporter journey for all challenge event participants, community fundraisers and corporate partnership supporters across the UK.
- Maintain accurate records on our CRM system to ensure that we develop and maintain longer term relationships and can report on fundraising and marketing activity.
- Ensure that all new fundraisers and supporters are corresponded with by email or a phone

call (where relevant) in a timely manner.

- Organise donor and fundraising stewardship to make sure PCA's best practice is always maintained and that all relevant support materials are dispatched on time.
- To inspire new supporters while maintaining and developing relationships with existing supporters.
- Working with the Fundraising Manager, support the marketing team with keeping the fundraising section of the PCA website up to date with relevant news, events and information.
- Liaise with the marketing team to generate fundraising press releases.
- Attending where necessary external events and being the face of PCA.
- Attending when necessary, conferences and exhibitions across the UK, acknowledging that some of these may involve overnight stays and weekends.

Income and targets

- Help to grow Pancreatic Cancer Action's income from challenge event fundraisers and corporate partners.
- Develop ongoing stewardship journey for Community Fundraisers and increase average gift through exceptional supporter care.
- Reach income targets in challenge event, corporate and community fundraising as agreed with the Fundraising Manager.
- Monitor and control allocated fundraising budgets and regularly update the Fundraising Manager.
- Prepare and monitor reporting for all online fundraising platforms to fit with our accounting systems reporting this to the Fundraising Manager monthly.
- Contribute to PCA's fundraising strategy.

Other duties

- Liaise with the Marketing & Comms team weekly to establish a consistent flow of fundraising elements across all social media platforms.
- 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.

Person Specification

Criteria	Essential / Desirable
Experience	
2 – 3 years of working within a charitable organisation.	Desirable
Educated to Level or Above – or relevant experience.	Essential
Previous experience of working in a fundraising team and knowledge of all fundraising income streams.	Desirable

Previous experience of working with CRM data base.	Essential
Skills	
Excellent verbal and written Communication skills.	Essential
Confident at presenting to a wide range of audiences, both face to face and using technology such as Zoom or Teams.	Highly desirable
Competent with all Microsoft applications such as Word / Excel / PowerPoint.	Essential
Good organisational and time management skills with the ability to adapt to changing priorities.	Essential
Personal Attributes	
Positive can-do attitude.	Essential
A team player who can motivate and collaborate with others.	Essential
Able to prioritise own workload and confident to ask for help when needed.	Essential
Ability to be empathetic and to handle difficult conversations sensitively with people affected by pancreatic cancer.	Essential
Other	
Willingness to work outside agreed hours occasionally. This may include weekend and or evening working.	Essential
Willingness to learn new skills.	Essential
Willingness to travel around the UK to support fundraising activity.	Essential
Access to a car and a UK driving license.	Desirable

To apply:

Please send your C.V. and a covering letter explaining why you feel you will be a right fit for this position and for Pancreatic Cancer Action to Gemma@panact.org

We will be interviewing for this position as suitable candidates come forward, so it is possible this vacancy will be closed earlier than the **October 11th closing date.**