

Position:	Community & Challenge Events Fundraiser
Salary:	Given upon successful application and will be dependent on applicants experience
Start date:	Immediate start
Contract type:	Full time role, 9am- 5:30pm

Occasionally work outside regular office hours at charity awareness and fundraising events on evenings and weekends (with time off in return)

About Ovarian Cancer Action:

Ovarian Cancer Action (OCA) was founded in 2006, with a single purpose: to fund research that saves lives. We fund world-class scientific research leading to innovative treatments and progressive solutions. We campaign to ensure women and healthcare providers know the risk factors, symptoms and treatment options to enable informed and rapid action. Despite being the deadliest gynaecological cancer, and the sixth most common cancer in women, ovarian cancer remains an underfunded and overlooked condition. That's why we raise awareness of the disease amongst healthcare professionals and the general public, fight to put women's health firmly on the political agenda, and campaign for change.

We are based at 8-12 Camden High Street, London, NW1 0JH. Our office based team is made up of 20 staff members plus volunteers, all of whom work hard to spread our message, campaign for change, and generate the vital funds we need to support the scientific innovators who will help beat ovarian cancer. We have a broad network of vital supporters, from community fundraisers and corporate partners, to our family of Voices who champion the cause across the UK.

Our mission is to stop women dying of ovarian cancer but we can't do it alone. We mobilise people to take action, to spread the word, to tell their stories, and raise the vital funds we need to beat the disease once and for all.

About the Community & Challenge Events Fundraiser

We are going through an exciting growth period at OCA, and expanding the fundraising team to support and grow our community and challenge events fundraising. This is a key role and we are looking for someone who has experience in fundraising in a successful and results orientated team. The key purpose of the role is the day to day implementation and supporter management of the Community & Challenge Event fundraising campaigns.

Campaign administration

- Responsibility for the day-to-day management of community campaigns and challenge events. You will work with the Community and Challenge Events Manager to implement the approved community and challenge events strategy.
- Develop and implement campaign project plans, and work with the Community and Challenge Events Manager to ensure that campaigns are delivered on time.
- Keep excellent and accurate records of supporters, maximizing data capture where possible so we can improve our supporter journey.

- Gather data from all campaigns and develop end of campaign result reports.
- Work with the wider fundraising team to support on other campaigns and events as and when required.

Supporter engagement

- Be the primary point of contact for all community and challenge event fundraisers. Professionally and sensitively communicate with supporter, some of whom may be recently bereaved, via the phone, email and in person. Ensure they feel excellently supported, informed and appreciated at every step of the journey.
- Be confident speaking on the phone to convert 'enquirers' into 'confirmed supporters'.
- Co-ordinate and send appropriate fundraising material for supporter events to maximise the charity branding and fundraising potential.
- Work with the Database and Supporter Care Officer to deliver excellent journeys for all community fundraisers and challenge event participants, automating and streamlining processes where possible for efficiency.
- Keep accurate, relevant and up to date records of supporters and their activities.
- Work with, motivate and support fundraising volunteers ensuring they have a clear understanding of their role and the charity.

Event management

- Work with the Community and Challenge Events Manager to create post-race and community receptions to congratulate participants and recognize their efforts.
- Plan and manage events including the bi-annual tribute wall unveiling, supporter lab tours and post-race receptions. Attend third party community and challenge events when required.
- Attend other charity events outside of office hours, as and when required.

About the ideal person and their required experience and skills:

Career experience:

- Must have a proven track record of successfully working in fundraising for at least one year
- Must have a proven record of working on a high-value community fundraising campaign

Finance Management:

- Proven experience of achieving/exceeding in the not for profit sectors.
- Demonstrate a high level of commercial awareness and professionalism.

Project Management:

- Experience of delivering both simple and complex projects to a high standard.
- Excellent time management and organisational skills, as will often have to be working on more than one project at a time and must be able to prioritise workload.
- The ability to think logically, use initiative and work without supervision.

Interpersonal skills

- Excellent communication and interpersonal skills.
- Excellent negotiating and influencing skills.
- Excellent networking skills, relationship building and management skills.
- Work well within a team and have a positive, friendly, calm, professional and helpful disposition.

- Solid experience of managing collaborative relationships in all levels of the charity.
- Must be flexible to the needs of the post as this will require working outside of normal working hours.

Other:

- Computer skills – must be experienced in the use of Microsoft Outlook, Word, Publisher, Excel and fundraising databases.

Personal Qualities

- Flexible, tenacious and driven to succeed
- Enthusiastic, highly motivated and a positive attitude
- Tact, diplomacy and an ability to maintain confidentiality

Benefits:

- 25 days annual holiday leave
(In addition, you will receive three non-contractual days leave due to the office closure between Christmas and New Year).
- Pension scheme with People's Pension (employee contribution 5%, employer contribution 3%).
- 24 hour confidential and free Employee Assistance Program to support you with both personal and work- related issues, and if required, confidential counselling sessions.
- Training and Development opportunities.
- Eye test and financial support with glasses if required.
- Interest free season ticket loans.
- Weekly free fruit, tea, and coffee.
- Social events for the team.

Recruitment process:

Thank you for your interest in this role. We would like to invite you to apply to work with us, by sending a short cover letter (no more than a page) of why you are interested in working with OCA and your latest fundraising experience. Along with this, please send a copy of your latest CV to jobs@ovarian.org.uk. Please also take a look at our website www.ovarian.org.uk for more details about what we do.

Our deadline for the role is Friday 7th June, however we may contact you sooner to discuss the role if you meet the requirements, so please send your application in beforehand. If we find a suitable candidate to carry out the role, we reserve the right to end the recruitment process earlier than Friday 7th June. We will aim to respond to each applicant, however if you do not hear from us within 10 working days of the deadline, we will not be considering you for this role, however we encourage you to keep updated with our vacancies on our website, or through our various social media activities.

If you have any questions regarding this role, please email jobs@ovarian.org.uk, quoting the job title in the email heading.