

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

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 Manager**

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 working in a successful and results orientated team. The key purpose of the role is to develop and implement a strategy to increase income from community and challenge events fundraising, in line with the charity's 2019 growth strategy. This is an exciting opportunity for an ambitious individual with an extensive knowledge of community and challenge events fundraising who is looking to use that knowledge to grow the income for much needed scientific research.

### **Strategic Development:**

- Develop and implement a strategy to increase income from community and challenge events fundraising in line with the charity's growth strategy, to include:
  - Expand our calendar of challenge events and work with the Marketing Manager to devise a new marketing proposition to increase the number of individual participants and corporate challenge event teams.

- Develop and explore new channels to widen the audience reach and fundraising potential for community, in memory and challenge event fundraising.
  - Develop new and sensitive community and in memory products and campaigns to maximize participation throughout the UK. Work with the Marketing Manager to develop the creative look and feel of the campaigns and marketing channels. Utilize opportunities to develop community campaigns or challenge events as part of the charity's wider awareness campaigns.
  - Develop a Community Group programme and recruit a network of volunteers to fundraise in their local community. Implement processes to ensure the Groups are communicated with regularly and receive an excellent level of supporter care.
  - Develop and implement supporter journeys for all community and challenge event fundraisers to maximise retention and engagement and drive fundraising potential.
- Provide robust and critical analysis of all community campaigns and challenge events and recommend future plans to the Senior Management Team in line with the charity's strategy. Be an active and enthusiastic member of the Fundraising Management Team, working collaboratively with the wider team to exceed our fundraising targets.
  - Contribute to delivering Fundraising's annual plan, and support the Head of Fundraising and wider Senior Management Team to deliver the 5 year Fundraising strategy.

### **Community & Challenge Events Fundraising**

- Line manage the Community & Challenge Events Fundraiser to coordinate day to day management of all challenge events and community fundraising campaigns. The Community and Challenge Event Fundraiser will be the first point of contact for all challenge participants and community fundraisers, providing them with excellent supporter care throughout their journey.
- Work with the Database and Supporter Care Officer to develop an excellent customer journey for all community fundraisers and challenge event participants, automating and streamlining processes where possible for efficiency.
- Work with all members of the charity and across all departments to increase the number of supporters from all appropriate touch-points into the charity, are sensitively converted to fundraisers.

### Financials and analysis

- Prepare, monitor and report on income and expenditure budgets across all areas of Community & Challenge Events. Set all campaign targets and ensure they deliver an excellent ROI.
- Critically analyse all events and campaigns to understand opportunities for improvement.

### Best practice

- Ensure that all fundraising activity complies with best practice, the charity's Data Protection policy, the Institute of Fundraising Code of Fundraising Practice and all relevant legislation.
- Manage the administration processes for Community and Challenge Events fundraising, ensuring comprehensive and accurate record keeping and data capture to enable a better supporter journey.

- Keep abreast of developments in the wider sector by liaison with counterparts from other charities and across the charity sector.

### **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 the last five years.
- Must have a proven record of conceiving, developing and implementing high-value community fundraising campaigns.
- Experience of managing, or demonstrating a strong understanding of challenge events and the wider challenge event calendar.
- Experience of working as part of a high performing team.
- Experience of line management and a successful proven track record of developing a team.

#### **Finance Management:**

- Proven experience of achieving/exceeding in the not for profit sectors.
- Experience of forward planning and experience of working with income and expenditure budgets.
- Demonstrate a high level of commercial awareness and professionalism.

#### **Project Management:**

- Experience of planning and delivering 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:**

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

#### **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 examples of your latest fundraising experience. Along with this, please send a copy of your latest CV to [jobs@ovarian.org.uk](mailto:jobs@ovarian.org.uk). Please also take a look at our website [www.ovarian.org.uk](http://www.ovarian.org.uk) for more details about what we do.

Our deadline for the role is Friday 7<sup>th</sup> 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 7<sup>th</sup> 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](mailto:jobs@ovarian.org.uk), quoting the job title in the email heading.