

Senior Fundraising Officer
Job Description

£27,000-£30,000 (commensurate with experience) permanent position

Full-Time (4 days considered), based at MediCinema Head Office, Guy's Hospital, SE1

Benefits include: employer pension contribution of 2%, 27 days holiday, plus bank holidays

The Role

To work with the CEO as part of a team of two fundraisers to generate income and raise profile for MediCinema nationally. The Head office supports the running of our regional MediCinemas and the service they offer for patients, families and carers. This position reports to the CEO and is supported by volunteers and interns.

This role offers a fundraiser, ideally from a strategic corporate fundraising background, with the opportunity to grow their skills and experience in the area of High Value fundraising. The post holder will lead on building and developing a network of corporate partners as well as supporting the CEO to develop a Major Donor programme. The role is wide ranging and would suit a fundraiser with 2-3 years' experience who wants to work in a motivated, fun team environment and take on more responsibility.

Principal Tasks

Corporate Fundraising (60%)

- Develop a compelling case for support for MediCinema in order to attract corporate supporters
- Identify and research business which align strategically to MediCinema and our work
- Identify, research, apply and pitch for charity of the year type partnerships
- Write fundraising applications and progress reports, thanking supporters and taking responsibility for communications with key stakeholders.
- Account manage and develop existing corporate partnerships
- Support Cinema Managers with creation and distribution of fundraising materials or proposals for regional corporate fundraising

Major Donor Fundraising (20%)

- Work with CEO to develop fundraising opportunities for MediCinema from high value individuals through research, targeted appeals, presentations and approaches
- Work with CEO to develop a strategy to secure and maximise funds from high value individuals.
- Develop and take responsibility for plans and budgets which will deliver income through major donor giving.
- Manage fundraising records and data to a high standard and in an appropriate way.
- Plan and deliver fund raising events to engage prospects and recognise supporters

Database administration (10%)

- Manage the data entry and logging of fundraising income via Salesforce, as well as the thanking mechanisms for donations and donors.
- Manage donor and prospect databases, including managing calendars for new approaches and reporting back to funders.
- Support the finance function with relevant information as required.

- Managing the activity of volunteers and interns in relation to database administration.

MediCinema Events Support (10%)

- Work with the CEO to organise and manage events.
- Support with mobilising teams of volunteers and other support needed at specific fundraising events.
- Be open to occasional work at week nights, evenings and weekends (agreed in advance with your Manager).

General Tasks

- Communicate effectively with all team members, volunteers and visitors to MediCinema, ensuring an inclusive and whole organisation approach
- Champion the work of MediCinema within the work, hospital and cinema environment, as well confidently and positively representing MediCinema at any meetings and events
- Support the general administration of the organisation by undertaking general office tasks as required or requested, including checking the post and voicemail on a regular basis
- Undertake other tasks, projects and duties as requested by the CEO as required

The Person

We are looking for an enthusiastic, personable individual with an appetite for taking on more responsibility. This role will be supported by the CEO, volunteers and interns but requires the ability to manage own workload and self-manage. The candidate should be able to demonstrate the following skills and qualities:

- **Excellent communication (verbal and written) and interpersonal skills** and the ability to engage with wide range of stakeholders in person and over the phone; being the first port of call for the organisation, supporters and potential donors.
- **2 - 3 years fundraising experience** and knowledge and experience of corporate fundraising is preferred.
- **Experience of producing written funding applications**
- **Driven, enthusiastic and able to use initiative;** with a creative, solution-focused attitude to any situation
- **Extremely organised and able to multi task** – able to prioritise and manage workload and conflicting deadlines effectively
- **A great team player** who is willing to support the organisation and colleagues on a wide range of projects and tasks as/when needed
- An **ability to conduct research** into prospective donors and communicate information in an accessible and effective manner
- Interest in healthcare, wellbeing, and / or film & cinema

To Apply

To apply please email your CV and a supporting statement (no more than 2 sides of A4) outlining how you meet the job criteria and person specification and why you want to work with us to Kat.Mason@medicinema.org.uk by 12pm 3rd March 2017.