

JOB DESCRIPTION

JOB TITLE:	Regional Fundraiser (London)
STATUS:	Permanent
HOURS:	Full-time 37.5 hours per week
SALARY:	£27,425 - £32,225 per annum inclusive
HOLIDAY:	25 days per annum rising with length of service
LOCATION:	Islington, London
REPORTS TO:	Senior Regional Fundraiser (London and East of England)
DIRECT REPORTS:	N/A
KEY INTERNAL RELATIONSHIPS:	South, East, London & Special Events Fundraising Team Wider JDRF Fundraising Department Finance Team, Communications Team, Community Engagement Team
KEY EXTERNAL RELATIONSHIPS:	Regional JDRF supporters, suppliers, senior level corporate contacts and volunteers

JDRF is the type 1 diabetes charity, improving lives until we find the cure. We fund research to cure, treat and prevent type 1 diabetes. We also provide information for children and adults living with the condition at all stages, from diagnosis and beyond. We give a voice to people with type 1 diabetes and campaign for increased focus on, and funding for, research to find the cure.

We want our employees to be committed and prepared to go the extra mile to assist us in finding the cure for type 1. Whatever your role is within JDRF you can be guaranteed that your work will always be rewarding. Get involved and use your skills to help JDRF find the cure for type 1.

DEPARTMENT

This role sits within JDRF's ambitious and successful Fundraising department which includes Regional Fundraising, Donor Marketing, High Value Partnerships, and Challenge Events. We have seen significant year on year income growth in recent years due to the hard work and commitment of our experienced fundraising teams based in London and across the UK.

The role forms a key part of the South, East and London team – who build close relationships with our supporters, and within the local community to build JDRF's profile, increase support across the board and grow our fundraising income.

PURPOSE OF THE ROLE

To be a proactive community fundraiser, by taking ownership of fundraising activity for London East / London West and Greater London.

To engage, manage and develop relationships with our community supporters to provide outstanding stewardship and support, to maximise sustainable long term income for JDRF.

To build close relationships with supporters, and within the local community to build the profile of JDRF and increase support across the board and grow fundraising income.

To deliver and manage specified key events within the London Region portfolio which includes our One Walk London, One Fun Run, and Ride to Cure.

To help support the programme of outreach events in the region run by the Community Engagement team.

KEY RESPONSIBILITIES

- Work closely with the Senior Regional Fundraiser on the delivery of the London strategy and operational plan.
- Take responsibility and to manage third party/community fundraising in the London area and meet agreed annual fundraising targets and objectives. Develop new opportunities for fundraising and to build community relationships with education establishments, clubs, groups and businesses, by using a range of tools including face to face meetings, talks, presentations, networking, mailings and telephone.
- Take responsibility for developing agreed specific areas in London, identifying and building relationships with key supporters with the intention of setting up a fundraising group in the area.
- Manage and deliver designated events including the Ride to Cure, One Fun Run and One Walk; managing the budget and ensuring that financial targets are met.

August 2018

- Support key fundraising campaigns ie Type 1 Tea Party, World Diabetes Day and campaigns for the SEL team. Work collaboratively with other departments to ensure the campaign is maximised within the SEL area.
- Manage and develop relationships with supporters, delivering excellent levels of supporter care including motivating them and recognising their achievement to encourage their long term support.
- Attend events on behalf of the charity, receiving donations and delivering presentations on the charity's work
- Work with the Community Engagement team to support designated regional outreach events for the type 1 diabetes community.
- To work with the Communications team to create and develop a range of materials and products to support these fundraising activities and events. This will also include ordering fundraising materials from the Communications team to support all fundraising activities in London and surrounding areas.
- Develop and maintain regional specific communication materials including e-newsletters and newsletters. Promote events and opportunities in the region eg. via our website, social media and other formats as appropriate.
- Ensure the region is up to date on administrative and financial processes, including updating the database (DonorFlex) and thanking supporters in a timely manner. Respond to enquiries on the phone or by email, within agreed departmental guidelines.
- To manage office-based volunteers and identify volunteering opportunities within the region.
- Work in partnership with other fundraising teams and the wider organisation to maximise the total lifetime fundraising potential of supporters for JDRF.
- To work at all times in compliance with the Institute of Fundraising Code of Practice, Fundraising Regulator and JDRF's policy.
- To assist the Senior Regional Fundraiser and Development Manager with the review, analysis and future planning for London and complete any other duties and responsibilities as requested, commensurate with this role.
- Have a good working knowledge of JDRF's vision, mission and research.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Experience:	<p>Fundraising experience in either events or community / regional fundraising</p> <p>Experience of organising events</p> <p>Experience and understanding of good donor management</p> <p>Experience of working to budgets and plans</p>	<p>Experience of working with volunteers</p>
Skills:	<p>Excellent presentation skills</p> <p>Confident in managing multiple projects</p> <p>Ability to organise, prioritise workload, manage time efficiently and meet deadlines</p> <p>Ability to prepare detailed reports and proposals and deliver these to external audiences</p> <p>Excellent attention to detail</p> <p>Excellent interpersonal and communication skills</p> <p>Can work independently under own initiative and cooperatively as part of a fundraising team</p> <p>Skilled at developing and maintaining internal and external working relationships at all levels</p> <p>Working knowledge of Microsoft Office, particularly Word, Excel and</p>	<p>Knowledge of fundraising law and practice</p> <p>Experience of using a recognised database.</p> <p>Ability to set and monitor income and expenditure budgets.</p>

	Email. Confident in working under pressure and in a busy environment	
Personality:	Outgoing, confident, determined, friendly, positive and professional. Innovative and creative Meticulous and thorough 'Can do' attitude Ability to inspire supporters and communicate the difference their support makes. Persistent and resilient	
Education:	Degree level or equivalent qualification	
Other:	Flexibility and willingness to travel within the area and as required Willingness to work some unsocial hours as required	Knowledge of type 1 diabetes, diabetes research and JDRF Full UK Driver's Licence with access to a car

EQUAL OPPORTUNITIES

JDRF is an equal opportunity employer and does not discriminate against employees for job applications on the basis of race, sexual orientation, religion, colour, sex, age, national origin, disability or any other status or condition protected by applicable law. This policy extends to but is not limited to recruitment, selection, remuneration, benefits, promotion, training, transfer and termination.

JDRF is a registered charity No. 295716 (England and Wales) and SC040123 (Scotland)

Raising funds for research to find a cure for type 1 diabetes.

www.jdrf.org.uk