



Marie Curie Job Description

Job title:	Fundraising Assistant
Department:	Fundraising and Engagement
Location:	Regional Fundraising Office
Reports to:	Senior Community Fundraiser
Accountable to	Regional Head of Fundraising
Grade:	MC Pay Scale Grade C

Job Purpose/Summary

To provide fundraising and administrative support to the Fundraising team in region/Nation. To assist in building and developing fundraising relationships in the community, by providing excellent stewardship and support to our fundraising groups, volunteers and key supporters.

Key Relationships

Internal

- Regional Head of Fundraising
- Regional Operations Manager
- Fundraising colleagues in the region
- Fundraising Volunteer Development Managers
- Fundraising Groups and volunteers
- Marie Curie Central Teams including Supporter Relations Team, Corporate, Mass Participation Product Managers, and Event Delivery Team
- Regionally based fundraising teams such as Regular Giving, Major Gifts, Legacies, Partnerships and retail
- Key Caring Services staff

External

- Supporters
- Local media
- Local community contacts
- External fundraising networks and contacts from other charities.

Accountabilities (Duties & Responsibilities)

Processing the income raised by our Supporters

- Record, bank and process income in accordance with Marie Curie policies and procedures
- Ensure that accurate and up to date financial and supporter records are maintained and are accessible

- Work within national Marie Curie policies, procedures and adhere to legal frameworks
- Undertake administrative duties as required in support of the core product portfolio
- Provide line management for office finance and administration volunteers and assist in the supervision of other volunteers.
- Provide administrative support to the Fundraising team

Build and maintain strong fundraising relationships

- Provide excellent supporter service to members of the public who enquire, via phone, mail and in person, and encourage their support
- Be the first point of contact within fundraising for supporters, patients, and their families
- Assist the team in developing supporters by carrying out welcome, stewardship and prospect calls
- Proactively use and support colleagues in using the fundraising database to develop and manage supporter relationships
- Build a strong relationship with internal colleagues to increase awareness of fundraising and support for Marie Curie activities.
- Provide support as required to proactively seek new supporters and build relationships

Provide support and stewardship for key fundraising supporters

- Provide stewardship for Fundraising My Way participants as appropriate
- Provide stewardship for local fundraising groups and volunteers as appropriate
- Provide stewardship for third party eventers and trekkers as appropriate
- Work in close collaboration with Community Fundraisers to research local opportunities for partnerships with local community corporates and research and apply for local funding opportunities

Provide support for key Marie Curie public collecting activity

- Responsible for the booking and securing of collection sites and permits
- Contacting volunteer collectors
- Dispatching collection materials
- Ensuring Collection Management Tool is fully up to date
- Ensure appropriate banking, thanking and follow up with volunteers and collection sites

General

In addition to the specific duties and responsibilities outlined in this job description, all Marie Curie employees should be aware of their specific responsibilities towards the following:

- Marie Curie is committed to encouraging volunteering throughout the organisation and as such the post holder will be expected to support and respect volunteers, and may be asked to work alongside or supervise a volunteer as part of their role whilst working at Marie Curie.
- Marie Curie operates a no-smoking policy. The post holder should either be a non-smoker or be prepared not to smoke in **any** Charity premises, grounds or vehicles or when on Marie Curie business outside the office.

- Adhere to all health and safety and fire regulations and to co-operate with the Charity in maintaining good standards of health and safety.
- Adhere to all information governance, privacy and security policies, standards, guidelines and procedures; practise and promote secure behaviours
- Adhere to all Marie Curie policies and procedures at all times
- Actively promote and support the safeguarding of vulnerable adults, young people and children, observing and adhering to Marie Curie policies on safeguarding
- Uphold ethical and professional standards and not behave in a manner that is likely to bring the Charity into disrepute.
- Promote and sustain a responsible attitude towards equal opportunities and diversity within the Charity.
- Demonstrate a commitment to ongoing registration requirements or any national professional or occupational standards associated with the role.
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.
- For designated roles, the post holder will be responsible for health & safety, information governance, business continuity planning and/or risk management. (These responsibilities will be notified on appointment).

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.



Marie Curie Person Specification

Job title: Fundraising Assistant

Criteria	Essential	Desirable	How assessed
Skills / Abilities	<p>Good verbal and written communication skills demonstrating a sensitive approach</p> <p>Good IT skills including Word processing, email and spread sheets and a working knowledge of databases</p> <p>Excellent people and customer service skills.</p> <p>Able to engage with supporters and families in support of their fundraising activities.</p>	<p>High level of computer literacy.</p> <p>Able to provide good stewardship to supporters</p>	Application / Interview / Presentation
Knowledge	Understanding of general office systems and procedures.	Knowledge of fundraising activities.	Application/Interview
Qualifications, training and education	Five GCSE's (grade C or above) or equivalent, including English and Mathematics OR Demonstrable literacy and numeracy.		Application / Certificate of qualification / Test (as applicable)
Experience	Previous contact with the public (face to face or phone) in a customer/supporter facing environment	<p>An interest in or experience of charity work and fundraising</p> <p>Has worked with volunteers.</p> <p>Car owner/driver</p>	Application/Interview
Other requirements	Able to work frequent evenings and weekends as required		

Marie Curie recognises the provisions within the Equality Act 2010, reasonable adjustments to these criteria will be considered where appropriate.