

# Fundraising Officer

## JOB DESCRIPTION

### KEY DETAILS

<b>Job Title:</b>	Fundraising Officer
<b>Location:</b>	Beacon Office, 66 Devonshire Road, Cambridge, CB1 2BL; hybrid working options available, though regular work in the office is required
<b>Responsible to:</b>	CEO
<b>Hours:</b>	Full-time (37.5 hours per week)
<b>Term:</b>	One year fixed-term contract with potential to move to a permanent role
<b>Salary:</b>	£20,000 - £22,000
<b>Starting date:</b>	September 2022

## ABOUT BEACON

Beacon (formerly known as Findacure) is a UK-based charity that is building a united rare disease community with patient support groups at its heart.

**Our vision: a world in which no one faces their rare journey alone.**

Rare diseases affect around 3.5 million of the UK population. Sadly, this population struggles to receive a diagnosis, treatment or meet others with the same condition. Patient groups are a lifeline for those living with a rare disease. They provide emotional support and advice for day-to-day living as well as driving wide-scale changes in policy, treatment and care.

Our charity upskills rare disease patient groups through trainings, guided programmes, community projects and research initiatives. We help these groups maximise their impact and deliver change for the world's often neglected rare disease patients.

We pride ourselves on delivering high-quality, professional projects that make everyone feel welcome and heard; providing opportunities to connect and collaborate with others across the rare disease space.

By working in partnership with patient organisations and other stakeholders, we are breaking the isolation felt by those living with a rare condition, uniting all rare diseases in to a single unified force.

Beacon has a small, tight-knit team, with a friendly atmosphere and strong commitment to our beneficiaries. We aim to give all employees opportunities to pursue their interests, develop their skills and shape their career path.

## **OVERVIEW OF THE ROLE**

As Fundraising Officer, you will support the CEO and Senior Corporate Fundraiser with the identification and administration of grant applications, whether to trusts, foundations, or corporate funders. You will help to develop bespoke written applications, research new funding opportunities, and collate information on projects and impact to support the composition of applications. Alongside this you will work closely with the Projects Team to help secure sponsorship for our projects, and collate and monitor the impact of our work, reporting directly to funders where appropriate. You will also attend a wide range of Beacon events, supporting and meeting our beneficiaries regularly.

Central to your role will be the ability to form and maintain relationships with our supporters and funders, to organise and manage competing demands, and a strong command of written English. As an entry level role, you will work closely with our Senior Corporate Fundraiser and CEO, learning directly from their experience, and taking on new responsibilities and opportunities that appeal to you and match your skill set. The successful candidate will be an effective administrator, researcher, organiser and communicator who will relish this varied role. You will show initiative and drive, able to work well alone or collaboratively with the other members of the Beacon team.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Funding applications**

- Work closely with the Senior Corporate Fundraiser and CEO to write funding proposals.
- With the Senior Corporate Fundraiser and CEO, develop existing, and pitch for new, corporate relationships to maximise fundraising, CSR, gifts in kind, and other forms of corporate giving.

### **Relationship management**

- Help manage and maintain relationships to grant making bodies, funders and potential supporters, helping to sustain an active fundraising pipeline for the organisation.
- Manage and steward any ad hoc requests from individuals wanting to fundraise on our behalf or individual one-off donations coming to Beacon.

### **Research and monitoring**

- Research and identify potential donors and trusts to feed into the prospective pipeline.
- Help to monitor successful grants, liaising with the wider Beacon team to deliver financial and impact reports to supporters about our projects.
- Maintain and develop the database of supporters, contacts, and donors.

## PERSONAL SPECIFICATION

This is an entry-level role suitable for an individual with some experience in fundraising or administration.

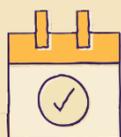
### Essential

- Experience in administration and research.
- Good organisation, with experience managing and prioritizing multiple tasks.
- A confident communicator with the ability to build relationships with a variety of people.
- Excellent interpersonal and team working skills, with an ability to work independently and seize opportunities.
- Excellent written and spoken English. Strong presentation and persuasion skills.
- Computer literate and confident using all MS Office software, and with data management.
- Understanding of, and commitment to, the objectives of Beacon.

### Desirable

- Experience of fundraising and the production of written proposals
- Experience of developing relationships with companies, and in oral presentation.
- An understanding of the charity sector and/or rare disease field.

## BENEFITS



**25 days holiday, plus 8 bank holidays and additional leave for office Christmas closure**



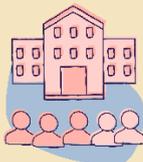
**5% pension contribution**



**Flexible working practices, including hybrid working and flexitime**



**A close knit and friendly small team environment, giving you a meaningful voice in the direction of the charity**



**Dedicated training budget to support personal and professional training opportunities**



**Time off in lieu to support appropriate work/life balance**



**Valuable experience working in the charity and health sector**



**Frequent opportunities to meet and interact with beneficiaries, supporters and collaborators**



**Opportunities to expand your professional network through attending events and conferences**

We are currently actively exploring additional employee benefits with to the aim of providing further support to our employees.

## **APPLICATION PROCESS**

Please email an up-to-date CV and cover letter to Dr Rick Thompson (CEO) and Mary Rose Roberts (COO) at [recruitment@rarebeacon.org](mailto:recruitment@rarebeacon.org) by 9 am on the 15th August, outlining your relevant skills and experience. We welcome enquiries about the role to the same email address.

As we are currently recruiting for numerous roles simultaneously, please ensure your name and the role you are applying for is noted clearly in the email subject line (e.g. Pat Cash – Application for Fundraising Officer).

Shortlisted candidates will initially be contacted for a phone interview, with the final round of interviews likely taking place between the 15<sup>th</sup> and 26<sup>th</sup> August.

Please note that we are currently unable to sponsor UK VISA applications.