

Candidate Information

Position:	Leukaemia & Lymphoma NI Coordinator (Maternity Cover)
School/Department:	Patrick G Johnston Centre for Cancer Research
Reference:	21/109080
Closing Date:	Thursday 26 August 2021
Salary:	£28,331 - £32,817 per annum
Anticipated Interview Date:	Wednesday 8 September 2021
Duration:	Fixed term contract up to 10 June 2022

JOB PURPOSE:

Based in the Patrick G Johnston Centre for Cancer Research (PGJCCR), the post holder will manager all operations for Leukaemia & Lymphoma NI (LLNI) by increasing local engagement with our life-saving research and will implement a long-term strategy to grow income for the charity. Working closely with the Central Committee, researchers, clinicians, fundraisers, volunteers, other staff and external stakeholders to raise awareness of the impact of LLNI on blood cancers and the benefit this has for local people. To generate income by securing major gifts from corporates, individuals, patient families and groups to fund research activities.

MAJOR DUTIES:

1. Drive forward, develop and increase philanthropic income from corporate, individuals, patient families and groups to support blood cancer research.
2. Achieve annual agreed income targets and performance metrics for health related major gift fundraising. This will involve regular face to face and telephone discussions with prospective donors in Northern Ireland, GB, ROI and occasionally internationally.
3. Further develop and implement the programme for "grateful patient" fundraising.
4. Identify, research and ask individual major gift prospects in Northern Ireland, GB, ROI and international markets as required to financially support priority health projects.
5. Lead and manage a team of two clerical staff.
6. Liaise effectively with individuals in the team to ensure appropriate management of relationships with existing donors and new prospects in order to extend and strengthen the funding base.
7. Establish strong working relationships with clinical academics and the clinical teams throughout NI.
8. Develop engaging and persuasive proposals for prospects and ask for financial support from third parties.
9. Undertake and manage all correspondence with individuals including written confirmation of gifts and pledges.
10. Ensure timely and appropriate reporting to major donors in order that they remain engaged.
11. Maintain complete and accurate records of all fundraising activity.
12. Assist in the planning, organisation and delivery of cultivation and stewardship activities for individual donors and prospects.
13. Raise the profile of the work and function of LLNI, in particular disease awareness and the need for fundraising in the life sciences sector.
14. Provide full briefings for senior staff and/or volunteers for meetings with donors.
15. Coordinate monthly meetings with the board of the organisation and present a detailed briefing on funding and activity.
16. Provide support to senior colleagues within the haematology team as required.

Planning and Organising:

1. Plan own work over short to medium term in line with the strategic plan of the organisation.
2. Plan own work over medium to long term to ensure strategy objectives are achieved.
3. Plan and manage the workload assigned to team.

Resource Management Responsibilities:

1. Leadership and management of an internal team of two admin staff.

2. Finance: stewardship of major gift monies to ensure they are used for intended purposes.
3. Management of volunteers and their safety at events.

Internal and External Relationships:

1. Work closely with the board of the organisation – coordinate monthly meetings.
2. Development and Alumni Relations Office: liaise with team members within QUB to further fundraising objectives.
3. External organisations: securing major gifts from corporate and individual donors is a critical success factor in this role. Ability to introduce, cultivate, motivate and steward donors is crucial.
4. Clinical teams; liaise with the clinical teams at BCH and other units to ensure that all valuable information for patients is shared.
5. Blood Cancer Alliance and member charities; work closely with this team to ensure that all opportunities to improve patient advocacy and collaboration in the sector are taken.

ESSENTIAL CRITERIA:

1. *A degree.
2. *A minimum of 3 years' relevant experience to include: - Relevant fundraising experience or a proven track record of income generation.
 - Experience of utilising the strength of an organisation brand for charity/business development.
 - Experience of building, managing and developing key stakeholder, client and donor relationships.
3. Computer literacy.
4. Ability to prioritise and make decisions.
5. Ability to interpret reports and understand budgets.
6. Ability to lead and manage a team.
7. An understanding of the role and contribution of volunteers in the work of a voluntary organisation.
8. Exceptional oral and written communication skills; superior interpersonal skills; confident and courteous.
9. Creative thinker; able to think and plan strategically; intuitive; good negotiating skills; able to build effective relationships and to influence at senior level; tactful; empathetic; attention to detail.
10. Ability to travel and work irregular hours.

DESIRABLE CRITERIA:

1. *Experience of working on fundraising campaigns.
2. *A minimum of one year's relevant experience of working in a medical fundraising environment.
3. *Experience of securing major gifts from high net worth individuals.
4. *Experience of successfully conducting negotiations.
5. *Proven track record of achieving personal and team financial targets.
6. Interest in the Blood Cancer or Medical Research field.