



Candidate Information

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| Position: | LLNI Fundraising Manager |
| School/Department: | School of Medicine, Dentistry and Biomedical Sciences |
| Reference: | 25/112381 |
| Closing Date: | Monday 17 February 2025 |
| Salary: | £39,922 - £47,631 per annum |
| Anticipated Interview Date: | Thursday 27 February 2025 |
| Duration: | Available for 2 years or until 31 July 2027, whichever is soonest. |

JOB PURPOSE:

To generate sponsorship, identify and manage fundraising opportunities and philanthropic gifts and optimise income from corporate partners to support projects and to increase Blood Cancer Research engagement. The post is based in the Patrick Johnston Centre for Cancer Research and the post holder will be required to develop and implement a new income generation strategy encompassing Fundraising and Events, alongside developing the communications strategy to support income plans for Leukaemia & Lymphoma NI (LLNI) within the Centre.

MAJOR DUTIES:

1. Devise and implement a fundraising plan to maximise awareness and engagement with Leukaemia & Lymphoma NI (LLNI) and the Blood Cancer Research Group at the Patrick Johnston Centre resulting in tangible benefits for patients, supporters and students whilst achieving annual income targets.
2. Identify and research potential funding sources for priority projects and cultivate and solicit corporate and individual philanthropic and sponsorship prospects.
3. Undertake and manage all correspondence with prospects including writing tailored cases for support and sponsorship proposals for a variety of initiatives and develop supporting materials for projects as appropriate in liaison with the stakeholders. Prepare gift agreements and sponsorship contracts as required.
4. Working closely with colleagues in centre and wider University to deliver excellent donor stewardship and corporate account management to increase income and sustain support.
5. Plan, organise and deliver cultivation and stewardship activities and events for prospects and donors, liaising with colleagues in the centre.
6. Provide briefings for senior staff and/or volunteers for meetings with prospects and donors.
7. Maintain complete and accurate records of all activity in line with office procedures.
8. Coordinate LLNI priorities for funding and work with colleagues, board members and the Scientific and Medical Advisory Committee to target funding opportunities such as Trusts and Foundations, Individual Giving and Regular Giving/Telephone Fundraising Campaign.
9. Research and recommend new ways of generating income through corporate partnerships and develop new opportunities that will increase outreach activity.
10. Work closely and collaboratively with research team, centre management and the LLNI board to ensure a planned and focused approach to fundraising.
11. In conjunction with the research team, develop and co-ordinate specific Research Engagement plan for Blood Cancer
12. Act as main point of contact for supporters alumni in relation to fundraising.
13. Develop benefits and opportunities for existing supporters – invitations to events, discounts, activities, etc.
14. Cultivate new and develop existing relationships to maximise engagement, volunteering and philanthropy opportunities.
15. Integrate existing supporters into the development of annual events to enhance organisational culture and promote our sense of belonging.
16. Empower supporters by communicating the difference they are making both locally and globally.
17. Assist supporters with related events and organise campaigns.

18. Assist supporters with Marketing and Communications tasks.
19. Proactively develop relationships with key internal and external stakeholders across Queen's and the sector to raise profile and awareness of Leukaemia & Lymphoma NI.
20. Maximise the assets and opportunities that exist within the PGJCCR.

ESSENTIAL CRITERIA:

1. A Degree.
2. A minimum of 3 years' relevant fundraising experience from individuals in the Higher Education, voluntary or health sectors or a proven track record of income generation in a Marketing or Sales environment.
3. A minimum of one year's relevant experience of working in a charity environment.
4. Experience of good stewardship/ key account management practices.
5. Proven track record of achieving personal and team financial targets.
6. Computer literacy.
7. Ability to prioritise and make decisions.
8. Ability to interpret reports and understand budgets.
9. Exceptional oral and written communication skills; superior interpersonal skills; confident and courteous.
10. 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.
11. Willingness and ability to travel to events within NI and occasionally work irregular hours.

DESIRABLE CRITERIA:

1. Experience of working on fundraising campaigns.
2. Experience of securing major gifts from high net worth individuals.
3. Experience of successfully organising large events.
4. Knowledge of all microsoft platforms.
5. Interest in the charity sector.

ADDITIONAL INFORMATION:

Informal Enquiries to Claire Gilmore c.gilmore@qub.ac.uk