



**ARTHRITIS ACTION**  
**FUNDRAISING MANAGER**  
**JOB DESCRIPTION**

<b>Reporting to:</b>	<b>Marketing &amp; Communications Director</b>
<b>Location:</b>	<b>London and some travel around the UK</b>
<b>Hours:</b>	<b>Part-Time 3 days/week (22.5 hours per week)</b>
<b>Salary:</b>	<b>£34,000 to £37,000 per year (pro rata)</b>
<b>Purpose:</b>	<b>This is a varied role which involves implementing Arthritis Action's new fundraising strategy. We are looking for a creative fundraiser who is excited about coming up with new fundraising ideas and initiatives. You will have responsibility for organising various fundraising events and working with our Arthritis Action Groups to fundraise in their local communities. You will also attend networking events to help raise the profile of Arthritis Action.</b>

**Key Responsibilities – the role will include but not be limited to:**

- Implementing the Charity's fundraising strategy and developing new ideas.
- Keeping abreast of fundraising opportunities across a broad sweep of potential sources of income, including donations, events, and grants.
- Organising fundraising events and leveraging legacy fundraising through the Charity's Members and the general public.
- Developing and keeping up to date the parts of the website relevant to fundraising and merchandising, and using other digital opportunities for fundraising.
- Ensuring that effective systems and processes are in place to manage/track fundraising performance, and actively monitoring income performance.
- Representing the Charity at events to promote fundraising, travelling as appropriate within London and the rest of the UK.
- Ensuring that the Charity meets its legal obligations with regards to fundraising, adheres to the Code of Fundraising Practice, and maintains its reputation through its fundraising activities, whilst amending any documents/activities if needed.

**Other Activities**

- Raise Arthritis Action's profile by networking with relevant organisations across the UK and look for new fundraising opportunities in areas we have clusters of Members and Arthritis Action Groups.

- Attend conferences to raise Arthritis Action’s profile and learn new ways to raise funds.
- Write fundraising copy for the website, eNews, the Magazine and social media channels.
- Undertake other tasks relevant to the level of this position within the organisation.

## Location

The post will be located in the office at Victoria. The address is: 56 Buckingham Gate, 2<sup>nd</sup> Floor, London SW1E 6AE. Some travel across the UK will be required.

## PERSON SPECIFICATION

### EXPERIENCE & SKILLS

Degree level qualification or equivalent.	Essential
A minimum of 3 years’ experience in a similar role, demonstrating knowledge of a broad range of fundraising activities.	Essential
Experience of developing and implementing fundraising strategies in line with an organisation’s vision, values and strategic objectives.	Essential
Experience of establishing and running fundraising projects, and a track record of managing a range of income sources with successful outcomes.	Essential
Excellent oral and written communication skills including the ability to write in Plain English for a range of audiences.	Essential
Experience of monitoring and evaluating fundraising activity.	Essential
Commitment to Arthritis Action’s vision, mission and brand values.	Essential
An understanding of, and commitment to, equal opportunities and diversity – and the commitment to promote high standards of conduct, integrity and probity.	Essential
Experience of digital fundraising.	Desirable
Database experience.	Desirable
Experience of managing budgets.	Desirable

### ATTRIBUTES

Excellent communication skills	Essential
Excellent customer service and inter-personal skills	Essential
A self-starter, able to work on own initiative where required	Essential
Enthusiastic team-player with a can-do attitude	Essential
Able and willing to travel within the UK	Essential

## How to apply

Applications should be in the form of a CV with a covering letter explaining your interest in and suitability for the role. Please provide both email and telephone contact information for yourself. Applications can be sent by email to **despina@arthritisaaction.org.uk** or by post to:

Arthritis Action

2nd Floor  
56 Buckingham Gate  
London  
SW1E 6AE

Applications should be received by **12.00 p.m. on Monday 4<sup>th</sup> February 2019** at the latest.

### **Interviews**

Interviews will be held at Arthritis Action's office in Victoria. The dates are as follows:

1<sup>st</sup> round interviews: 6<sup>th</sup> February 2019

2<sup>nd</sup> round interviews: 12<sup>th</sup> February 2019