

## The Sickle Cell Society Job Description



*Information, Counselling  
and Caring for those with  
Sickle Cell Disorders  
and their families*  
Charity Reg: 104 6631  
Company Reg: 284 0865  
[www.sicklecellsociety.org](http://www.sicklecellsociety.org)

**Job Title:** Fundraising Officer

**Hours:** 21 hours per week Wednesday to Friday

**Salary:** £16,800 pro rata (Plus NI & Pension)

**Contract:** Permanent

**Line Managed by:** Fundraising Manager

**Responsible for:** Supporting the delivery of the fundraising strategy as a whole with emphasis on Community Fundraising.

**Location:** The Sickle Cell Society, 54-56 Station Road, London, NW10 4UA – Flexible work considered with at least one day (Wednesdays) at Head Office based in Willesden Junction.

### **Job Purpose:**

To assist the Fundraising Manager in the delivery of The Sickle Cell Society's (SCS) Fundraising Strategy and on-going development to achieve its fundraising priorities and targets.

The post-holder will work closely with the Fundraising Manager, Database Officer and wider team to provide an engaging supporter journey and timely, efficient donor care to existing and new supporters for the Society. Responsible for helping the team meet our agreed income targets; the post-holder will be an experienced fundraiser and competent in the use of CRM databases for effective donor stewardship. A natural self-starter, with a 'can-do' attitude, you will enjoy playing an integral role in supporting the Fundraising Manager with the on-going development and growth of fundraising across income streams such as: celebratory giving, challenge events, community fundraising and corporate payroll giving initiatives. You will also liaise with colleagues to identify fundraising opportunities that might arise through their project work. These opportunities might be fulfilled through volunteers.

The post-holder will be a confident communicator and collaborator with proven relationship building and creative and innovative fundraising skills. This varied role will give you the opportunity to further your fundraising skills across a broad range of income generating activities as well as build strong, professional relationships to benefit the SCS' charitable objectives.

The post-holder will also be proactive seeking out new initiatives and market trends in fundraising across the UK charitable sector

## **About the Sickle Cell Society (SCS)**

The Sickle Cell Society (SCS) is the only national charity in the UK that supports and represents people affected by a sickle cell disorder. We provide information, advice and support to enable people to improve their overall quality of life. Approximately 15,000 people in the UK have a sickle cell disorder. These inherited conditions predominantly affect people of Black African and Black Caribbean heritage; and to a lesser extent people of Mediterranean, Middle Eastern, South Asian and Central/South American heritage. This inherited blood condition causes the collapse (sickling) of red blood cells, reducing their capacity to carry oxygen around the body. This causes acute anaemia and extreme pain as cells cannot pass freely around the body. Regular blood transfusions are often required to keep people well. A high proportion of our client group also suffer disability relating to stroke, or damage to vital organs which can lead to organ failure. We assist and enable people living with SCD to realise their full potential whilst successfully managing the challenges they face in living with this potentially life-limiting condition.

We are a small, friendly and closely knit team of 12 skilled and highly committed staff (9 part-time / 3 full-time) and over 30 active volunteers. As such we are really seeking someone with a 'can-do' attitude who is passionate about using their common sense, initiative, knowledge and fundraising skills to help our Fundraising Manager and Database Officer to fulfil our fundraising strategy and promote growth.

### **Key Responsibilities:**

#### **1.1. Individual Giving**

- Support the Fundraising Manager to develop and implement our supporter journey and donor cultivation plan;
- Process all offline cash and cheque donations;
- Ensure all donors are thanked quickly and appropriately;
- Send out GiftAid declaration forms and process GiftAid claims;
- Promote one-off appeals, payroll giving, regular giving, In-memoriam giving, tribute fundraising and legacy giving;
- Manage, promote and administer external donation tools and partners such as Blackbaud, payroll giving and text donation.

#### **1.2. Community Fundraising**

- Support the planning and implementation of a series of new fundraising activities, events and collections, both within London and regionally. Attendance to some of these events might be required
- Be aware of community fundraising events organised by third parties and/or identify how SCS can best support such events;
- Provide timely information, advice and materials in response to enquiries from fundraisers (inc individuals, schools, churches, corporates etc);
- Manage places in sponsored events and provide on-going support to event participants (including the London Marathon);
- Maintain up to date information online and through social media on event and activity opportunities, working closely with our Comms & Social Media Officer;
- Work with our Comms & Social Media Officer to promote fundraising activities and events as well as provide encouragement, support and thanks to fundraisers, (through all applicable online and offline communication channels);

- Manage, promote and administer external fundraising tools and partners such as JustGiving.

### **1.3 Corporate Fundraising**

- Support the Fundraising Manager and CEO to maintain and develop relationships with existing corporate supporters through attending events, planning engagement opportunities and administration of communications.
- Work with the Fundraising Manager to identify opportunities for new corporate relationships.
- Take the lead on a portfolio of corporate and stakeholder relationships, as agreed with the Fundraising Manager.

### **1.4 Trusts & Foundations**

- Support the Fundraising Manager to ensure our consultants have access to latest impact data, personal stories and other relevant project information for the development of grant applications.
- Ensure timely printing, signing and submission of all grant applications and ensure all T&Cs are followed for successful grant applications and project leads are aware of reporting requirements etc.
- Develop and submit applications to smaller trusts and coordinate funding bids with our grant fundraising consultants.

### **1.5 Membership**

- Support the Fundraising Manager and Communications and Social Media Officer to develop communications materials for member emails and social media posts.

## **2.0 Communications and Record Keeping**

- Liaise with the Database Officer to ensure all donor and supporter records are kept up to date on our CRM database (Raiser's Edge);
- Co-ordinate and maintain all systems and record keeping relevant to the fundraising function, ensuring that confidential files are secured at all times;
- Support the Fundraising Manager to ensure all fundraising literature is up to date and relevant;
- Support the Fundraising Manager to design and order fundraising and awareness literature and promotional materials e.g. for fundraising packs;
- Ensure that all fundraising enquiries by telephone and email are responded to quickly and appropriately;
- Build effective and long-lasting relationships with donors, fundraisers and volunteers. Work with the Fundraising Manager to support effective relationship management with key supporters and other stakeholders;
- Present clearly and effectively to all donors, fundraisers, trusts and foundations and corporates on the charities objectives and achievements;
- Contribute fundraising articles for the quarterly newsletter;
- Support the development of fundraising information for the production of the charities' Annual Report.

- Brief fundraising volunteers on their roles and ensure they have relevant and up to date information to support their role/s;
- Liaise regularly with Volunteer Lead, and fundraising volunteers, and support their on-going engagement and motivation, e.g. contribute narrative on their fundraising activities to volunteer web-page or digital newsletter.

### **3.0 Reporting**

- Support the Fundraising Manager to prepare and deliver reports at the quarterly Fundraising Working Group Meetings;
- Support the Fundraising Manager to ensure timely reporting to all funders/donors
- Report progress at monthly team meetings.

### **4.0 Administration and General duties**

- Answer general telephone enquiries to SCS and deal with them quickly and appropriately and record information through internal monitoring processes;
- Represent SCS at meetings and conduct all work in a way which reflects the aims and objectives of the charity;
- Abide by SCS policies and procedures;
- Attend relevant training as agreed with the Fundraising Manager for your personal development;
- Undertake other duties as reasonably requested by the Fundraising Manager.

**The Sickle Cell Society  
Volunteer Co-ordinator - Person Specification**

<b>Essential</b>	<b>Desirable</b>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Degree level qualification or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Member of the Institute of Fundraising.</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Minimum two years' demonstratable experience of raising unrestricted income, particularly in community fundraising, challenge events, payroll or individual giving.</li> <li>Knowledge and experience of the legal requirements and best practice guidelines for fundraising including GDPR.</li> <li>Understanding of GiftAid and Payroll Giving.</li> <li>Ability to contribute to fundraising strategy development and new ideas.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working within a health / social care charity.</li> </ul>
<p><b>Knowledge and Skills</b></p> <ul style="list-style-type: none"> <li>Excellent interpersonal skills, including diplomacy, sensitivity and negotiation skills.</li> <li>Strong networking skills.</li> <li>Excellent organisational skills.</li> <li>Experience of writing fundraising communications and reports, editing and proof reading.</li> <li>Writing skills and attention to detail.</li> <li>Ability to plan, prioritise and manage priorities, and meet deadlines.</li> <li>Experience of using fundraising CRM systems e.g. Raisers Edge.</li> <li>Excellent IT skills inc MS Office.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of Sickle Cell Disease.</li> <li>Experience of budgeting.</li> <li>Understanding of Safeguarding.</li> </ul>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>Innovative and creative, able to identify and act upon new opportunities.</li> <li>An excellent communicator with an ability to promote/build awareness of SCS to develop strong relationships.</li> <li>Self-motivated and able to work innovatively in a busy working environment.</li> <li>Passion and knowledge in all aspects of The Society's work and/or willingness to learn.</li> </ul>	
<p><b>Personal Circumstances</b></p> <ul style="list-style-type: none"> <li>Flexibility to occasionally attend events outside of normal working hours including evenings and weekends (face-to-face or remotely).</li> </ul>	

**BOTH THE JOB DESCRIPTION AND THE PERSON SPECIFICATION ARE SUBJECT TO THE CHARITY'S EQUAL OPPORTUNITIES POLICY.**