



# Job description

## Fundraising and Communications Internship

- Location:** Chinnor, Oxfordshire
- Hours:** Full/part time (minimum 3 days/week) 9.30 – 5pm. Hours worked are flexible by negotiation. Occasional weekend and evening working required to coincide with fundraising and communications activity.
- Duration:** 4-6 months' commitment, starting January 2018
- Probation:** One month probation
- Notice Period:** One calendar month on either side, after a satisfactory probationary period.
- Pay:** An unpaid internship position
- Line Management:** Development Director
- Working with:** Fight Bladder Cancer Founder and Director, Fight Bladder Cancer Administrator, individual donors, charity beneficiaries, and other Fight Bladder Cancer Volunteers.

**Fight Bladder Cancer** is the only UK-based bladder cancer charity founded and run by bladder cancer survivors and their families. We support all people affected by bladder cancer, help to raise awareness, support medical research and campaign to affect policy at the highest levels to bring about change in bladder cancer treatment. Our aim is to achieve better outcomes and quality of life for all those affected.

This internship role is a one-off opportunity to gain hands-on experience of supporting the development of a fundraising 'function' in a small charity.

### AREAS OF RESPONSIBILITY AND SPECIFIC DUTIES:

- 1. Relationship Management:** Daily contact and relationship management with individual supporters, donors, volunteers - being a point of contact for fundraising enquiries and representing Fight Bladder Cancer in the most efficient and responsive light.
- 2. Fundraising Co-ordination:** Co-ordinating fundraising activities across multiple income streams and projects, keeping excellent records, data and notes from all donor meetings, committees, updating contact management

systems, monitoring progress and reporting regularly on progress, both in writing and verbally to varied stakeholders.

3. **Donor Care:** establishing systems and processes for receiving donations, thanking donations and inputting data for future use onto the Fight Bladder Cancer Database (Salesforce), complying with Fundraising Regulations, the Data Protection Act / General Data Protection Regulation and other information management legislation and good practice.

Liaison specifically with the following donor sources:

4. **Medical Professionals:** liaising with nurses, doctors, specialists that are dedicated to the charity and are carrying out fundraising activity.
5. **Employee Fundraising:** working with Fight Bladder Cancer colleagues to generate case studies, fundraising ideas and activities, which support employee fundraising activities.
6. **Business Partners:** research into corporate funding opportunities followed by relationship-building, where required, with all corporate business partners, providing excellent account-management and fundraising development.
7. **Event Management:** working with Fight Bladder Cancer staff and volunteers to support the effective delivery of community-led fundraising events (eg local community fundraisers, sponsorship events)
8. **Writing Fundraising Materials:** creating fundraising materials, writing case studies, developing content for the website as required.
9. **Administration:** to work closely with the Fight Bladder Cancer team on the day-to-day administration including responding to general enquiries (phone, e-mail, letters and processing orders for materials, speakers etc).
10. **Other requests:** to carry out any other duties as reasonably requested and to work alongside all staff, interns and volunteers at Fight Bladder Cancer.

## WHAT YOU CAN EXPECT FROM FIGHT BLADDER CANCER

- You will have the opportunity to work alongside a fast-moving dynamic charity, with highly skilled, motivated and committed volunteers and a small staff team – influencing the growth of support available for people diagnosed with bladder cancer.
- Your supervision will be committed and hands-on: you will access a weekly mentoring session from the Development Director, a highly experienced

fundraising consultant, contracted by Fight Bladder Cancer who will be working beside you within the charity.

- You will be encouraged to access the Institute of Fundraising Chiltern Group and attendance at local Chiltern branch events will be encouraged.
- You will develop first-hand experience of trust, corporate, individual and event fundraising, and will be given a personal reference for future employment through evidence of successful delivery.
- You will gain an outstanding insight of multiple charity projects and how a small charity operates.
- You will gain experience of collaborative working, donor communication and an in depth understanding of fundraising principles
- Effective delivery in the post could leverage a fundraising job in the third sector.

## PERSON SPECIFICATION

<b>JOB KNOWLEDGE</b>	Basic-level insight to how charities and NGOs operate in the UK.  Basic-level knowledge and understanding of fundraising and fundraising techniques.  An understanding of basic issues and challenges around being diagnosed with cancer.  A good level of commercial awareness and the importance of customer care in a charity fundraising environment.
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<b>EXPERIENCE</b>	<p>Practical experience of fundraising from your education, your own personal networks or previous work experience</p> <p>Past experience of being a charity supporter or activist for an issue / campaign or organization</p>
<b>SKILLS</b>	<p>Excellent oral and written English</p> <p>Excellent interpersonal skills and the ability to relate to a wide range of audiences</p> <p>Administration and organizational skills</p> <p>Time management and planning</p> <p>Ability to use Microsoft Office</p>
<b>OTHER ATTRIBUTES</b>	<p>Passionate about health and equality issues</p> <p>Self-motivated, able to work unsupervised</p> <p>Mature and flexible approach</p> <p>Team player</p> <p>Willing to learn and try new things</p>