



JOB DESCRIPTION

FUNDRAISING LEAD

Job Title:	Fundraising Lead and Trustee
Location:	Remote
Linked to:	Chair of Trustees Treasurer All Trustees Communications lead Volunteers Donors Fundraising focus groups Corporate sponsors and promoters Independent Accountant Bankers Legal Advisors
Term of Office	Three years (extended to five maximum with support of executive)
Appointment	This is an unpaid voluntary role

Role Summary

- To generate income by co-ordinating, managing and developing fundraising strategies, opportunities, events, activities, campaigns, donations, and memberships to achieve our constitutional objectives and meet the needs of our beneficiaries, whilst acting with reasonable care to uphold the charity reputation.
- Manage charity resources responsibly, manage risk and implement appropriate financial controls in compliance with law, fundraising regulations and Pectus Matters governing document.

Main Duties and Responsibilities

- To be responsible for leading the development of a fundraising strategy which will include our membership strategy but also other key income streams such as personal fundraising (for now, grants/foundations fundraising will sit outside of this role & potential require additional resource)
- To motivate, inspire and maintain consistent supporters
- To collectively plan, implement, review, and amend fundraising actions with the board of trustees.
- To work alongside the Treasurer in managing online giving programs which facilitate monetary donations



- To assist with developing and implementing a program for donor recruitment, retention, and uplift programs.
- Co-manage the community fundraising budget with the Treasurer to ensure that we have appropriate resources to support fundraisers.
- Adopt the use of a fundraising database to analyze and appraise revenue and activities which will support the fundraising strategy.
- Keep up to date with new fundraising opportunities
- Be responsible for ensuring that full, confidential records of all contacts are maintained on a database in line with GDPR
- To assist the Treasurer in maintaining accurate accounting records in association with donations and funds received
- To deposit charity funds obtained via events and activities into the charity bank account in a timely manner
- To responsibly handle receipts, contracts, invoices, and fiscally associated documents required to record all aspects of the charity accounts.
- To assist the Treasurer in implementing appropriate payment safeguards pertaining to donations, handling, transparency, and financial abuse.
- Form links and networks with potential supporters
- Collaborate with the Communications Lead to promote fundraising efforts and implement marketing strategies including online initiatives
- To collaborate with the Governance Lead to ensure appropriate risk management is undertaken, including the completion of event and activity health and safety risk assessments.

General responsibilities of a Trustee

In addition to the responsibilities outlined above, the Fundraising Lead as a Trustee has the following general responsibilities:

- Contribute actively to the Board of Trustees' role in giving strategic direction to the charity, setting overall strategy and policy, setting targets and evaluating performance against agreed targets
- Ensure the financial stability of the organisation and the proper investment of the Charity's funds
- Ensure the Charity applies its resources exclusively in pursuing its objectives.
- Ensure effective and efficient administration.
- Safeguard the good name and values of the Charity with ethical conduct.
- Declare any conflict of interest while carrying out the duties of a Trustee.
- Be collectively responsible for the actions of the Charity and other Trustees.
- Participate in other tasks as arise from time to time, such as interviewing new staff, helping with fundraising and structural decisions.
- Attend meetings and subcommittee meetings as appropriate and read papers in preparation for the meeting.



- Remain informed about the activities of the charity and wider issues which affect its work.
- Exercise their power in good faith to further the purpose of the CIO within reasonable skill regarding knowledge and experience

Expectations of Jobholder

- Develop and maintain effective working relationships with other professionals.
- Undertake appropriate and regular training and development to maintain knowledge and improve practice.
- Keep up to date with current developments and legislation and best practice in respect of Charities.
- Be aware of and comply with Charity policies as well as individual charity policies and procedures.
- Be committed to safeguarding and managing associated risks.
- Ensure that the equality, diversity, and inclusion policy is adhered to and promoted in all aspects of the post holder's work.
- Demonstrate professionalism towards sensitive and confidential information.
- Comply with and promote Health and Safety policies and procedures and to undertake recommended mandatory training as and when necessary.
- Commit to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.
- Undertake such other duties as are commensurate with the grade of the post.

Work Demands

- Able to work to strict deadlines but also be flexible to deal with changing priorities and unforeseen circumstances which could be lengthy to resolve.
- Periods of concentration will be involved to ensure compliance documents are accurate and produced to a high standard.
- Ensure that strict confidentiality is maintained at all times.
- Requirement for attendance at evening meetings and occasional weekends.

Working Conditions

- Remote role but may require on site meetings and / or support to events / fundraising activities
- The role may involve dealing with challenging situations which can require conflict resolution.

Supervision and Work planning



- Meet regularly with Chair/CEO and/or Members, as appropriate, to discuss work priorities.
- The post holder will be expected to plan their own work and the work of others, balancing the priorities of different work streams.
- Workflows from Chair/CEO and is generated within the general routine.
- Specialist advice and support will be made available for more complex areas of work.

Supervisory responsibility

The post holder will be required to supervise sub-groups of fundraisers, this level of supervision may fluctuate prior to, and during events and planned activities.

Safeguarding Responsibilities

This role may involve working directly with the public, vulnerable adults and children, and applies to our beneficiaries, Trustees, staff, volunteers, and those who encounter our charity via our fundraising work.

The Trustees of Pectus Matters are expected to promote an open, honest, safe culture where people feel confident and heard when reporting safeguarding concerns. These should be escalated to the relevant agencies in adherence with the regulatory and risk framework set out by GOV.UK (a 2022) <https://www.gov.uk/government/publications/risk-framework-charity-commission>.

Skills/Qualifications/Vetting

You will be expected to undergo a full Disclosure and Barring Service (DBS) check ahead of formal appointment as a trustee.



Person Specification

Job Title: Fundraiser and Trustee

Assessment Criteria	Essential	Desirable
Qualifications	A good general standard of education, which includes GCSE grade C or above in Maths and English or equivalent.	People management, event management.
Work related experience and associated vocational training	Experience in fundraising and working with and /or managing people.	<p>Experience of governance procedures, systems, monitoring, and current Charity / Not for Profit guidance/legislation</p> <p>Trained in safeguarding children and adults, conflict management, information governance, first aid, CPR, manual handling, anti-bribery</p> <p>DBS certificate</p> <p>Fiscal management</p> <p>Meeting deadlines and targets</p>
Personal attributes	Excellent communication skills, creativity, the ability to form and maintain relationships, good organisational skills, resilience, good situational awareness, compassionate, the ability to logically rationalise decision-making.	Experience of the Pectus Condition through either personal, professional, family or friends.
Job related skills	<p>IT literate, including online resourcing such as social media, giving sites.</p> <p>Excellent attention to detail, highly organised and efficient with an eye for detail</p> <p>Excellent written and oral communication skills</p>	Experience of UK charity fundraising requirements



<p>Personal skills</p>	<p>Ability to, work under pressure, unsupervised, meet deadlines and achieve targets.</p> <p>Good interpersonal and team working skills.</p> <p>Ability to explain Governance to individuals with little or no knowledge.</p> <p>Commitment to continuous learning/training in relation to educational guidance/legislation</p> <p>Commitment to maintain the strict confidentiality of discussions</p>	
<p>Equality</p>	<p>An understanding, acceptance, and commitment to the fundamental principles of diversity and inclusion.</p>	
<p>Safeguarding</p>	<p>Evidence of a commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.</p>	