

**Leukaemia Care**  
YOUR Blood Cancer Charity

# DIRECTOR OF FUNDRAISING RECRUITMENT PACK



[www.leukaemiacare.org.uk](http://www.leukaemiacare.org.uk)

One Birch Court, Blackpole East,  
Worcester, WR3 8SG

# WELCOME

Thank you for considering joining our community of employees, volunteers and supporters all working towards helping people live better with their blood cancer.

We are based around the UK, working from home, hospital haematology departments and on a hybrid basis from our office in Worcester.

Leukaemia Care is governed by a board of Trustees who provide oversight and delegate day to day responsibility for the charity to the CEO. Our Trustees are volunteers, and many are patients themselves - all have a keen desire to make sure patients and their carers receive the support they need when diagnosed with leukaemia, myelodysplastic syndrome (MDS) or a myeloproliferative neoplasm (MPNs).

This candidate pack is not exhaustive. It acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.

If you have any questions, please contact:  
[jobs@leukaemiacare.org.uk](mailto:jobs@leukaemiacare.org.uk)





Leukaemia Care is the UK's leading leukaemia charity. For over 50 years, we have been dedicated to ensuring that everyone affected receives the best possible diagnosis, information, advice, treatment, and support.

**"You fear the worst when you're diagnosed with cancer, but Leukaemia Care provides compassion, help and support for those in need."**

**ABOUT US**

# OUR VALUES



## **Mission based**

We have a clear mission. We exist to improve the lives of people affected by leukaemia, MDS and MPN.



## **Collaborative**

We are passionate about all forms of collaboration, especially with other charities.



## **Caring**

It is in our name, and it is in our nature. We care deeply about every single person affected by leukaemia, MDS and MPN. We are on your side and always will be.



## **Evidence based**

We listen to and understand the experiences of people affected by leukaemia, MDS and MPN. We use the evidence we gather to adapt, improve our services and to focus our campaigns for change.



## **Aspirational**

We have ambitious goals and we set ourselves high standards to achieve them.

# ABOUT THE ROLE

## LEUKAEMIA CARE JOB DESCRIPTION

Job title: Director of Fundraising

Hours: 37.5 hours per week

Remuneration: Circa £50,000

Type of contract: Permanent

Location: Hybrid from our Worcester Office 1 Birch Court, Blackpole Road, Worcester WR3 8SG

Reports to: Chief Executive

Work closely with: Chief Operating Officer, Director of Engagement, Director of Services, Head of Finance, Data Manager

Responsible for: Bids & Partnerships Manager, Community & Individual Giving Manager, Senior Corporate & Events Officers

### Overview

This is a new role which sits within the charity's Senior Management Team. The Director of Fundraising will have responsibility for driving the development and implementation of all existing and potential income streams - including challenge events, grant-making trusts, corporate partnerships, community and individual giving, and major donors.

The ideal candidate will have a track record of managing diverse fundraising teams, experience in delivering on multiple income streams, and the ability to develop income strategies focused on sustainable growth. You will be a natural and inspiring leader, setting the example of ambition and innovation across the fundraising team.

### Duties and responsibilities

- Working with the Senior Management Team to shape the charity's fundraising vision, and to lead on the creation of annual and long-term fundraising strategies.
- Lead, mentor and motivate the fundraising team, working with them to achieve collective goals and create ambitious plans.
- Work alongside the Director of Engagement and the communications team to create impactful fundraising campaigns, appeals and messaging.
- Nurture and develop relationships with existing and potential donors and supporters - building strategic and mutually beneficial partnerships.
- Ensure the on-going identification and research of corporate, individual and grant-making trust funding opportunities, and the creation of innovative and engaging applications.

# ABOUT THE ROLE

- Lead on the development of impact-focused fundraising information to allow team members to make engaging cases for support.
- Providing detailed income forecasts and budgets.
- Ensure that all fundraising events have adequate assessed for feasibility and risk, and attend events where appropriate.
- Ensure good stewardship of donors, the keeping of accurate records, and the development of good processes that fulfil the requirements of data protection legislation.
- Explore and assess, where appropriate, the adoption of new technologies such as AI.
- Ensure compliance with Code of Fundraising Practice.

## **General**

In addition to the specific duties and responsibilities outlined in this job description, all Leukaemia Care employees should be aware of their specific responsibilities towards the following:

- Uphold the values of the charity and to not behave in a manner that is likely to bring the charity into disrepute.
- Adhere to all health and safety and fire regulations and to cooperate with the charity in maintaining good standards of health and safety.
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.

This job description is not exhaustive. It acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.

# PERSON SPECIFICATION

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### Experience

#### *Essential*

- Extensive experience in a senior fundraising role.
- Leadership experience.
- Experience working with staff and volunteers.
- Experience with multiple types of income streams.
- Reporting against targets and demonstrating impact.

#### *Desirable*

- Experience at Director level in a fundraising role.
- Proven track record in managing £2m+ targets and budgets.

### Knowledge and Understanding

#### *Essential*

- Financial literacy, including charity reporting.

#### *Desirable*

- Understanding of the issues and needs of people with blood cancer.

### Skills/Abilities

#### *Essential*

- Excellent networking and relationship management skills.
- Outstanding written, communication and presentation skills.
- The ability to motivate and influence team members and supporters to reach targets.
- Proven ability to work to a high standard and with an excellent eye for detail.
- Highly creative with the ability to turn ideas into action.
- Proficient in data analysis from different sources.
- Excellent organisation, prioritisation and workload management.
- Self-motivated and capable of working independently and as part of a small team.
- Strong organisational and time management skills.
- Highly IT literate, with a preference for MS Office proficiency.
- Strong negotiation and understanding skills.
- Experience in analysing data and producing reports based on findings.

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## General

In addition to the specific duties and responsibilities outlined in this job description, all Leukaemia Care employees should be aware of their specific responsibilities towards the following:

- Adhere to all health and safety and fire regulations and co-operate with the Charity in maintaining good standards of health and safety.
- Uphold ethical and professional standards and not behave in a manner that is likely to bring the Charity into disrepute.
- Promote and sustain a responsible attitude towards equal opportunities and diversity within the Charity.
- Demonstrate a commitment to ongoing learning and development and participate in any training relevant to the role.



# PERKS OF WORKING AT LEUKAEMIA CARE

As well as the satisfaction of knowing you improve the lives of people with leukaemia, blood cancer, we also offer the following:

- Salary sacrifice pension scheme with Aviva - we will match employee contributions up to 7% of qualifying earnings.
- Life Assurance (also known as death in service benefit) of four times annual salary.
- Employee Assistance programme.
- Cycle to work scheme.
- Enhanced sick pay (as set out in our staff handbook).
- Bereavement leave of up to three days paid leave should the need unfortunately arise.
- Eye tests and glasses contribution.
- Flu jab for all employees who are ineligible to receive a free one on the NHS.
- Annual leave of 33 days including 8 bank holidays, rising by 1 day for each complete year of service up to a maximum of 36 days (for full-time staff, pro-rata for part-time staff).
- Additional discretionary annual leave between Christmas and New Year.
- Free onsite parking at our offices in Worcester.
- Induction training and ongoing training to help you deliver your role.
- Staff social events - in person and online to ensure all employees have an opportunity to get involved.
- A staff representative that employees can confidentially feedback to about any issues or concerns.

We will also ensure that you are supplied with the right equipment for the job and to work safely - this may include a laptop and mobile phone, as well as equipment to make your working day as comfortable as possible. If the job requires it, we also reimburse pre-approved travel expenses.



Leukaemia Care is committed to equality of opportunity, inclusivity, and values diversity.

We want to be an organisation that is reflective of the communities and families that we support. Therefore, we actively encourage and welcome applications from candidates of diverse cultures, perspectives and lived experience.

As an equal opportunities employer we want to ensure our recruitment process is accessible and inclusive for all. If you require reasonable adjustment(s) at any stage please let us know.

**EQUAL OPPORTUNITIES**

Find out more about us online at  
[www.leukaemiacare.org.uk](http://www.leukaemiacare.org.uk)

Or get in touch:

Email: [jobs@leukaemiacare.org.uk](mailto:jobs@leukaemiacare.org.uk)

Phone: 01905 755977