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| Company | Duchenne UK |
| Job Title: | Fundraising Manager |
| Term: | Full time |
| Reporting to: | Head of Fundraising and Marketing |
| Salary range: | £35,000 - £40,000 |
| Location: | Duchenne UK offices, Shepherd's Bush, London. |
| Key dates: | Deadline for applications: 23 May 2023 Interviews rolling basis from: w/c 22 May 2023 Preferred Start Date: July/August 2023 |

ROLE PROFILE

Background

An exciting opportunity has come up within this ambitious charity to play a key role in helping Duchenne UK further its work to find effective treatments for Duchenne Muscular Dystrophy (DMD).

DMD is a devastating muscle wasting disease and is the most common genetic killer of children worldwide. There are limited treatment options and no cure. In the UK there are around 2,500 boys affected and around 300,000 worldwide. Children will be totally paralysed by their teens, and life-expectancy is severely shortened.

Duchenne UK is going further and faster to fight DMD and end its devastating impact. As the leading DMD charity in the UK, we've committed £17m to the fight against DMD. We're funding ground-breaking scientific research to find effective treatments. And we're here to support every family affected and ensure that they receive the best possible care. We aim to not only improve quality of life, but stop the disease in its tracks. We're doing it faster, too, because this generation of patients can't wait.

This is a great opportunity to join our small, friendly and passionate team to play a vital role in helping us achieve our mission. Together, we will end Duchenne.

The charity's president is HRH The Duchess of Cornwall. Patrons include the broadcasters Krishnan Guru-Murthy and Mary Nightingale, and the sports stars Owen Farrell, Kris Radlinski and Andy Farrell.

Role Impact

This role plays a key part in advancing the fundraising of Duchenne UK to enable more investment into research, advancing treatments and supporting the DMD community. A core part of this will be driving the stewardship strategy and overseeing the supporter journey at every level to create a long term, sustainable fundraising model.

The role is central in developing relationships with supporters and the DMD community, ensuring they are supported through education on impact and outcomes.

You will be central to the development and delivery of key events and campaigns throughout the year to achieve ambitious fundraising targets. You will have budget management responsibilities and provide insight into activities to drive improvements and further success in future years.

The role will contribute to overall fundraising growth; ensuring the guiding engagement and fundraising principles are delivered, and that all fundraising delivers an exceptional and remarkable donor experience to which Duchenne UK prides itself.

Position in organisation

You will report to the Director of Fundraising. You will line manage the Fundraising Assistant. You will work closely with the Communications Manager and alongside the CEO and Managing Director.

Job Description:

Fundraising and business development

- Develop and deepen existing donor relationships, ensuring that the organisation maintains effective communications and good relations with our donors at every level and that they are updated on our work and impact
 - Key relationship manager for Duchenne UK Family and Friends Funds, engaging them through fundraising, supporting third party events and providing regular project and charity updates
 - Work with the Director of Fundraising to manage key corporate partnerships
- Manage and grow the challenge events portfolio
- Develop and implement stewardship strategy
- Lead the identification and development of new income sources with the support of the Fundraising team to increase donations, improve the profile of Duchenne UK and enhance our reputation within the donor community; including corporate partnerships, fundraising campaigns, third party activity, challenge events, regular giving and legacy
- Project management of fundraising and community events
 - Oversee the whole event process from developing a business case and objectives, to budget, project management and event follow up
 - Work with relevant agencies and suppliers to deliver events within budget



- Ensure that fundraising for each fundraising-based event exceeds the fundraising target
- Support the Event Director for Duchenne Dash, alongside the Fundraising team, including rider and fundraising management
- Support the development and implementation of the new database
- Represent the organisation at meetings with donors and external events

Monitoring and evaluation

- Monthly monitoring and evaluation of fundraising activity on the database
- Review fundraising and engagement for each Duchenne UK event and campaign with the support of the Fundraising Team. Utilise findings to improve activity year on year
- Ensure that accurate and up-to-date information is maintained on all submissions, grant-funded projects and donors on the database

Line Management and Team Working

- Line management of the Fundraising Assistant, including regular 121 meetings and supporting their professional development
- Embody Duchenne UK's culture of collaboration, inclusivity, support and respect in your ways of working
- Champion the professional integrity of Duchenne UK
- Keep up to date on latest fundraising trends, activities and regulation and provide key updates to the wider team
- Work with colleagues to achieve organisational aims

Other Requirements

- Occasional working outside of office hours for key events and activities
- Undertaking any other duties which are required and are commensurate with the role of Fundraising Manager

Knowledge and experience; a proven track record of:

- Project management
- Fundraising and event management
- Creative thinking and an ability to spot an opportunity
- Excellent relationship-building with senior supporters and stakeholders
- Applying passion and creativity to develop successful funding activities
- Working with other teams to maximise the impact of a project or partnership
- Successfully evaluating the potential worth of projects
- Understanding budgets, setting realistic budgets and delivering activity on budget
- Experience of using and maintaining a fundraising database

Skills and competencies

- Excellent communication skills; both written and oral
- Excellent interpersonal skills
- Ability to build and maintain relationships with supporters





Duchenne
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- Excellent organisational skills and an eye for detail
- A knowledge and understanding of the charity and business sector
- An approach which is flexible, innovative and responsive
- Ability to problem solve in an organised environment, work autonomously and be very proactive in approach
- A team worker able to share information and maximise opportunities
- Discrete, confident and diplomatic
- Have lots of initiative, able to work autonomously when required
- Highly organized with ability to prioritise and manage multiple tasks
- Very attentive to detail and accuracy
- Enthusiastic, can-do attitude

Apply for this role:

Please send your CV and 2-page cover letter to amy@duchenneuk.org by 23 May 2023.

Interviews will take place on a rolling basis from 22 May 2023 at the Duchenne UK offices in Shepherds Bush.

Second stage interviews will be confirmed in due course.
Start date July/August 2023 depending on availability of candidate.