

Challenge Events Coordinator

The headlines

- Full-time, permanent role based in *brainstrust's* Leeds (West Yorkshire) office with some scope for home working.
- Salary £22,000 - £26,000 dependent on experience
- Job function: Fundraising and marketing
- Fundraising experience in events or community essential

Background

We know there are over 60,000 people living with a brain tumour in the UK. 16,000 more people are diagnosed each year. 20-40% of all cancers spread to the brain. Brain tumours are the biggest cancer killer of the under 35s. The disease is responsible for over 20 years of life lost in the typical patient, making it the most lethal cancer. What causes brain tumours is unknown and incidence is increasing.

We also know that these statistics don't help you on the day you are told 'you have a brain tumour'.

We know a brain tumour diagnosis is confusing, isolating and overwhelming. We know these problems are exacerbated by not being able to access care and information quickly and easily. And we also know that access to proactive support, and good information can improve knowledge and understanding, reduce anxiety, increase preparedness for events, instil control and improve satisfaction with treatment in brain tumour patients. That's why we're here.

This is an exciting opportunity to have real influence. You can make a big impact in a small and stable (but growing) charity as we carve out a new sector for brain tumour support.

Experience and capabilities

We are looking for an experienced fundraising professional who is interested in moving to a new role at *brainstrust* which is dedicated to the growth of fundraising from participation in challenge events across the country. You will bring a demonstrable background of managing and promoting events to grow income from activity in this area. You will be an integral member of the small but effective *brainstrust* fundraising team, delivering challenge events that include *brainstrust's* Follow the Seagulls walks, the Royal Parks Half Marathon, Prudential Ride London and others, as well as overseeing the management of all other events in our running, cycling, overseas and UK Adventures. You will work closely with our leadership team to deliver the strategy for our challenge events.

You will know how to give a great fundraising experience for passionate and important supporters,

and as a result generate great fundraising results. You will be happy managing our own challenge events and also those organized by third parties, and you will know how to successfully promote events across a wide range of channels.

About you

You will be an excellent communicator, confident in working with the team to deliver our portfolio of events. Key to the role will be working with the wider team at *brainstrust* to deliver incredible and inspiring stewardship. You will be confident managing multiple events, working to timelines and budgets, and with tools that include Salesforce, Campaign Monitor and Microsoft Office and social media.

You will be highly organised, energetic and happiest working independently as evidenced by your superlative track record and glowing references. You are a self-starter, and you relish a challenge as much as you like to challenge your team.

Key responsibilities

- Recruitment and registration of participants
- To provide a rewarding and inspiring fundraising experience
- Work with our admin team to ensure appropriate fundraising materials are delivered to participants at the right time
- Marketing upcoming events to relevant warm and cold prospects using the most appropriate methods and within the bounds of GDPR
- Working with third party agencies to deliver marketing where appropriate
- To maintain high standards of fundraising data input and analysis for future event planning and supporter engagement

Apply now

This role offers a great opportunity to work in an autonomous (but supportive) environment with lots of potential for learning and development. If you are an ambitious and driven fundraiser looking for a new challenge in challenging events then we'd love to hear from you.

Please apply by sending a CV and covering letter to tom@brainstrust.org.uk If you have any questions or would like to discuss the role further please call us on 01983 292405

Closing date 10am Monday 14th May, interviews in Leeds week commencing 21st May.