

Job Description

Position	Fundraiser
Reports to	Director of Development & Communications
Manages	Fundraising Assistant on assigned projects
Location	QUIT offices, London
Salary range	Dependent on skills & experience

Job Purpose:

To generate funding for QUIT from statutory and non-statutory sources in order to support the strategic objectives of QUIT Departments; additionally, to generate targeted levels of unrestricted income that contribute to the overall growth and development of QUIT.

Key responsibilities in post:

1. To act as a key contact for existing QUIT supporters including pharmaceutical companies and charity partners
2. To develop new corporate supporters/sponsors outside of the immediate pharmaceutical/medical community
3. To project manage the annual QUIT awards and fundraising events
4. To contribute to the identification and implementation of the Development & Communications strategy for QUIT

Key tasks in post:

1. To instigate a co-ordinated and targeted plan of action for raising funds from existing and new financial supporters
2. Establish a regular programme of communication including visits/meetings with established QUIT supporters in order to 'service' existing contracts and develop new business opportunities
3. To identify potential new revenue streams for QUIT and follow-up on leads as appropriate; undertaking the preparation of funding proposals, presenting pitches and 'closing the deal' as necessary
4. To ensure that targeted levels of income for 'restricted' and 'unrestricted' funds are achieved in each year
5. To enhance the levels of funding to QUIT currently generated from legacies, individual giving, charity partnerships and Trusts
6. To liaise with Departmental Heads and Managers on a regular basis in order to ensure that the Development & Communications Department effectively delivers on the agreed programme of works

7. To ensure that all aspects of the annual QUIT awards programme are delivered within the set timescale and to budget
8. To line manage the Fundraising Assistant specific activities within an assigned range of projects
9. To evaluate the existing programme of running events; ensure that potential income from these events is maximised and that the events programme is refreshed as necessary on an on-going basis
10. To produce a monthly activities report and financial update; to a format specified by the DDC. Includes provision of accurate predictions and reporting of income/expenditure, analyse income trends and performance against targets, assessing cost effectiveness of activities for all events and projects involved in
11. To maintain accurate systems and database/paper records of information on funding sources
12. To contribute to the annual budget and forecasting processes as directed by the DDC
13. To undertake any other such task commensurate with the post that may be advised by the DDC from time to time