

**Appointment Brief  
Fundraising Officer**



## About Us

Three times Formula 1 World Champion, Sir Jackie Stewart OBE founded Race Against Dementia in 2016, following his wife's diagnosis of frontotemporal dementia.

At Race Against Dementia we identify, fund and guide pioneering dementia scientists from across the world.

We offer an innovative support package, inspired by high-performance Formula 1 and the world's most inventive companies. We help researchers forge cross-discipline and cross-industry collaborations. We guide them on leadership, communication, teamwork and management.

Our researchers work to achieve better diagnoses, understand risks, develop treatments find a cure for dementia.

With over 55 million people affected globally and someone diagnosed every three seconds, Race Against Dementia is taking immediate action to drive significant breakthroughs and develop leaders in the field.

## Our Mission

To equip dynamic and driven dementia researchers with funds and a Formula 1 mindset to accelerate a cure for dementia.

## Our Vision

A world with preventions and cures for dementia.

## Our Values

**Innovation:** We harness forward-thinking approaches and cutting-edge ideas to drive positive change and challenge the norm.

**Teamwork:** We foster a culture of teamwork and respect. We apply our individual expertise and we work collaboratively towards our mission.

**Resilience:** We are focused and motivated on our mission and support each other in moments of adversity.

**Ambitious:** We are conscientious and driven. We are motivated to push boundaries and achieve success.

**Integrity:** We are honest, fair and equal. We listen to each other and make decisions with consistency, transparency and integrity.

## About You

- We are looking for someone who is committed to helping us achieve our mission and vision.
- You will need to be adaptable, able to multi-task and work as part of the team.
- You will need a keenness for learning and new challenges with a high level of commitment and passion for our cause.

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## Our Team

We are a small dynamic and hardworking team. We have a positive and inclusive culture and believe we are made up of open-minded, agile, determined and fun individuals who really want to make a difference.

### What can we offer you?

- You will be joining a team who put people first and will make you feel valued, help you to learn, and support you to thrive in your role and within the charity.
- Quarterly in person team meeting days where we take a break from the screens, reflect on the last couple of months, plan ahead and use the day to work collaboratively.
- Hybrid working with an office in London.
- Pension contribution.
- Death In Service cover.
- Health Insurance.
- Wellbeing Programme.
- 33 days' holiday a year (including eight English public holidays), and we encourage you to use them all!
- Discretionary holiday allowance around Christmas.
- Laptops provided for all employees.
- Learning and development budget.

### Job Description

<b>Job Title:</b>	Fundraising Officer
<b>Based In:</b>	Hybrid / Central London (two days a week)
<b>Reporting To:</b>	Chief Development Officer
<b>Hours:</b>	37.5 hours a week, worked flexibly to include evening and weekend work where necessary
<b>Leave:</b>	25 days holiday per annum plus bank/public holidays
<b>Contract:</b>	Permanent
<b>Pension:</b>	Up to 3% matched contributions
<b>Travel:</b>	National travel and beyond where necessary

### Purpose of the Role

This role will provide effective administrative support to the Fundraising Team at Race Against Dementia.

The Fundraising Officer will work specifically on incoming Individual Donors, Legacy Donors and supporting Commercial Partnership Agreements. In addition to these tasks, they will support the Fundraising Team with record keeping, and support various fundraising activities throughout the year.



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## Duties and Responsibilities

- To support individual donors throughout their donation journey, including the direct debit and monthly individual donations.
- Management and communication of legacy donations, including in memory donations and the supporting fundraising portals.
- Support the maintenance of in place Commercial Partnership Agreements, managing payments, services and contract completion dates.
- Ensure that all fundraising enquiries by telephone and email are responded to quickly and appropriately and escalated, if required, to the right member of the Fundraising Team.
- Daily management of the CRM system (eTapestry), to keep accurate and up-to-date records regarding our donors in order to support the Finance Manager.
- Manage and maintain fundraising filing systems using our internal SharePoint system.
- Be the lead for the stock of merchandise and fundraising resources. This will involve maintaining an inventory and re-ordering fundraising stock as necessary.
- Support ad hoc fulfilment of fundraising materials and packs to supporters in conjunction with our fulfilment centre and online shop set up.
- Support the administration of wider fundraising campaigns and events where required with the Community Fundraising Manager.
- Lead on recording all donated auction items and raffle prizes for fundraising events.
- Support the wider Fundraising team with any ad-hoc administrative tasks.
- Attend appropriate training where necessary.

## Other Duties

Carry out any other duties as required by the CDO, CEO or Trustees including:

- To attend, where appropriate, local, regional and national events.
- To maintain a good knowledge of national and local initiatives that are of benefit to Race Against Dementia to support the fundraising team with ideas.
- To administer own workload, including meeting targets and deadlines in line with the Race Against Dementia appraisal system.
- To attend relevant CPD training events as required.
- To undertake responsibility, as part of the team, for all Health and Safety work related matters.
- Work within the guidelines of Race Against Dementia policies and procedures.

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<b>Person Specification: Fundraising Officer</b>	<b>Essential (E) Desirable (D)</b>	<b>Demonstrated at: Application (A) Interview (I)</b>
<b>Skills, Experience and Knowledge</b>		
Able to manage a diverse and demanding workload.	E	I
Proficient in the use of Microsoft Word, Excel, PowerPoint, Outlook and other IT applications	E	A/I
Experience of using a CRM system	D	A/I
Excellent verbal and written communication skills	E	A/I
A full driving licence and access to a car	D	A/I
Experience of working in a charity	D	A
Relevant experience in fundraising	D	A/I
Ability to maintain accurate and up-to- date data and online records	E	I
<b>Qualifications</b>		
Previous administration experience	E	A/I
<b>Personal Attributes</b>		
Able to demonstrate empathy, sensitivity and respect confidentiality when interacting with donors and their families.	E	I
Ability to think creatively and positively and to seize new opportunities	E	I
Personal resilience with the ability to drive things forward	E	I
A good team player who thrives working in a small dynamic team	E	A/I
A self-starter who can maintain their motivation while working alone or from home	E	I
Good time-management, planning and organisational skills, including the ability to manage competing priorities that are time-sensitive	E	A/I
Willing to be flexible with working hours	E	I
Committed to equality, diversity and inclusion	E	I
Commitment to CPD	E	I

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## To Apply

To apply for this role please send a copy of your CV and a covering letter to [jan@raceagainstdementia.com](mailto:jan@raceagainstdementia.com)

Please tell us why you are interested in this specific role? What gets you excited about working for Race Against Dementia?

**Closing Date for Applications:** Monday 26 August 2024 at 9.00am. We may invite applicants for interview before the deadline ends, so please do get your application in if you would like to be considered.

## Equality, Diversity and Inclusion Statement

Race Against Dementia aims to be an inclusive organisation where the individuality of every person is treated with respect. Race Against Dementia is committed to eliminating discrimination in any form. This means that all staff, volunteers and everyone with whom we come into contact with will be treated with dignity, equality, fairness and respect and no one will receive less favourable treatment.

## Safeguarding Statement

Race Against Dementia is committed to safeguarding and protecting vulnerable adults, children and young people. Our posts may be subject to a safer recruitment process, including the disclosure of criminal records and vetting checks where appropriate. We have policies and procedures in place that promote safeguarding and safer working practices across the organisation.

## Registered Address

Race Against Dementia  
C9 Glyme Court  
Oxford Office Village  
Langford Lane  
Kidlington  
Oxford  
OX5 1LQ

Telephone: 01296 620919

[www.raceagainstdementia.com](http://www.raceagainstdementia.com)

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