



FUNDRAISING OFFICER JOB DESCRIPTION

Job Title:	Fundraising Officer
Location:	Hybrid working with a minimum of two days a week to be worked in our Covent Garden office in London.
Reporting To:	Public Fundraising and Marketing Lead
Hours:	37.5 hours a week, worked flexibly to include evening and weekend work where necessary
Contract:	Permanent
Travel:	Regular national travel with chance of international travel where necessary

Overview

Race Against Dementia is a global charity founded by three-time Formula 1 World Champion Sir Jackie Stewart OBE to find preventions, treatments and cures for dementia – faster.

We fund and support pioneering early-career scientists around the world, giving them the tools, mentoring and Formula 1-inspired mindset to accelerate breakthroughs. From the UK to the USA, Australia to South Africa, our researchers are rethinking how dementia research is done – applying data science, AI and engineering to neuroscience in bold, collaborative ways.

This role sits within Race Against Dementia's small, dynamic Fundraising and Marketing team, which raises income in the UK from individuals, major donors, trusts and foundations, and community fundraisers. The team works closely together to build awareness, inspire support, and deliver exceptional experiences for our donors and supporters.

Purpose of the Role

The Fundraising Officer plays a key role in delivering Race Against Dementia's fundraising and marketing activity, helping to grow income and strengthen supporter relationships. The role combines operational excellence with creativity: managing systems, data and platforms to ensure effective delivery, while producing engaging content and stories that inspire action.

Duties and Responsibilities

Marketing and Communications

- Manage incoming communications to the fundraising team, ensuring timely, professional responses
- Maintain the CRM with up to date and accurate supporter information, and act as organisational lead on CRM best practice and management
- Set up dashboards and reporting systems in the CRM to monitor donor behaviours and patterns Provide regular updates and reports to the fundraising team on supporter behaviours, channel performance, trends etc. to inform strategy

Fundraiser communications and events

- Act as first point of contact for individuals and organisations fundraising for the charity
- Record and track all fundraising events and activities, implementing communication plans to welcome, support, and thank participants
- Work with the Public Fundraising and Marketing Lead to build digital and automated onboarding and stewardship journeys for community fundraisers
- Oversee the delivery of excellent stewardship for community fundraisers through responsive support, proactive communication and effective use of automated journeys to enhance their experience and results
- Build strategies to maximise fundraiser income, including targets, incentives etc.
- Lead on the planning and execution of fundraising engagement events, optimising the on-site experience and income generation potential.
- Support and coordinate fundraising volunteers for key engagement events, building a stewardship programme across the year

Fundraising Operations

- Manage our major fundraising platforms (e.g. Just Giving) to ensure data accuracy and compliance
- Support the management of our legacy and in memory donations, delivering thoughtful and sensitive supporter communications
- Work with the Finance Manager on monthly direct debits and income reconciliation.
- Undertake research to identify new supporter, donor, trust/foundation and HNW prospects aligned with our mission

Logistics and administration

- Maintain records of fundraising materials and merchandise, reordering stock as needed.
- Oversee the relationship with the fulfilment house to ensure smooth delivery of goods and supporter packs
- Track and manage auction items and raffle prizes, monitoring usage and income
- Support the delivery of key Race Against Dementia events, providing logistical support and ensuring excellent supporter experiences
- Maintain team calendars, campaign planners, and shared resources to support smooth team operations

Other Duties

Carry out any other duties as required by your manager, Director, CEO and Board of Trustees including:

- To attend, where appropriate, local, regional and national meetings/events.
- To maintain a good knowledge of national and local initiatives which are of benefit to Race Against Dementia.
- To administer your 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.
- To work within the guidelines of Race Against Dementia's policies and procedures.

All team members are expected to uphold and actively demonstrate Race Against Dementia's values and purpose, fostering a culture of integrity, innovation, and shared ambition to accelerate progress in the race against dementia.

This is not intended to be an exhaustive list. Your job description may be subject to change.

Date last updated: December 2025

FUNDRAISING OFFICER PERSON SPECIFICATION

<ul style="list-style-type: none"> • Experience working in a fundraising, marketing or customer services role. 	Essential
<ul style="list-style-type: none"> • Experience in planning and delivering events that provide an excellent supporter or guest experience 	Essential
<ul style="list-style-type: none"> • Understanding of individual giving, community fundraising, or digital marketing principles. 	Essential
<ul style="list-style-type: none"> • Familiarity with digital and social media channels and how they can be used to engage supporters and drive fundraising. 	Essential
<ul style="list-style-type: none"> • Knowledge of fundraising regulations, data protection, and GDPR compliance. 	Desirable
<ul style="list-style-type: none"> • Experience of using CRMs (especially Salesforce) to manage data and track supporter behaviours. 	Desirable
<ul style="list-style-type: none"> • Excellent written and verbal communication skills, with the ability to craft compelling supporter stories and content. 	Essential
<ul style="list-style-type: none"> • Strong organisational and time management skills, able to manage multiple priorities and meet deadlines. 	Essential
<ul style="list-style-type: none"> • Good attention to detail, particularly in managing data and financial information. 	Essential
<ul style="list-style-type: none"> • Confident using digital tools, platforms, and Microsoft Office (especially Excel). 	Essential
<ul style="list-style-type: none"> • Ability to analyse data and generate insights to inform decision-making. 	Essential
<ul style="list-style-type: none"> • A collaborative team player who can also work independently and take initiative. 	Essential

These competencies and behaviours will be used to assess applications and at interview stage. Only candidates who can clearly demonstrate they meet all the essential criteria will be considered.

YOUR EMPLOYMENT

We are a small, ambitious charity with a big mission. Our team works closely with scientists, funders, partners and supporters in the UK and internationally, and we pride ourselves on being collaborative, values-led and outcome-focused.

Working at Race Against Dementia means being part of a passionate, high-performing team where your work has clear purpose and tangible impact.

What can we offer you?

- A meaningful role contributing directly to the race against dementia, with clear sight of the impact of your work.
- 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.
- Opportunity to work closely with senior leaders, trustees and high-profile supporters.
- Hybrid working with an office in central London.
- Up to 3% matched pension contribution.
- 25 days holiday a year, plus eight English public holidays (and we encourage you to use them all!).
- Learning and development budget and support.
- A collaborative, inclusive environment where ideas are encouraged and initiative is valued.

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. All our posts are 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.