



Job Description

Title	Fundraising Officer
Hours	Full time (35 hours per week)
Salary	£24,479 per annum
Annual leave	25 days plus 10 bank holidays
Pension	4% employer contribution
Contract	Permanent
Location	M2C Office, Gyleworks, Edinburgh, EH12 9EB <i>This role will include occasional nights away from home to support fundraising events.</i>

About the role

Make 2nds Count is a fast-growing UK-wide patient and family focused charity dedicated to giving hope to the women and men living with secondary (metastatic) breast cancer.

The Fundraising Officer is an essential part of the Fundraising team. This role serves as the primary point of contact for supporter enquiries, providing vital administrative support across the team.

Dealing directly with our supporters and volunteers, the role requires a proactive and effective communicator who is passionate about both fundraising and volunteering. This role provides integral support to individuals and community groups raising funds for the Charity, underpinning overall Charity activity.

Duties and responsibilities

Fundraising Activities

- Support fundraising campaigns and events, helping inspire and steward supporters
- Assist with event administration, organising and advertising
- Attend and support the fundraising team at events
- Assist the Fundraising team with research into new fundraising products and prospects to help with income generation

Supporter care

- Be the first point of contact for fundraising enquiries - from donors and event participants to community groups and corporate partners
- Help process donations, thank-you's, communications and post fundraising materials
- Maintain and update fundraising-specific data on the CRM database (eTapestry), including recording all fundraiser communications, contact preferences and donations
- Support the Fundraising team to ensure supporters are well managed, engaged and feel appreciated

General responsibilities

- Collaborate effectively with the wider Make 2nds Count team, particularly the Programmes and Marketing & Communications teams
- Contribute actively to the achievement of Make 2nds Count's overall objectives, undertaking other necessary and occasional tasks
- Assist the Make 2nds Count team with postal duties
- Take responsibility for managing office material stock levels and placing orders for new supplies as needed
- Be a positive ambassador for Make 2nds Count, acting as an enthusiastic and proactive member of the team

Benefits of this role

- **Flexible Working:** The position is full-time (35 hours per week) and primarily based in the office. However, to support a positive work-life balance, the role offers the flexibility of home-working for a couple of days per week once the post-holder is fully trained.
- **Annual Leave Enhancement:** Privilege days between Christmas and New Year are granted in addition to annual leave.
- **Collaborative Team:** Join a supportive environment where you will work across the charity to support people fundraising on behalf of Make 2nds Count.
- **Positive Culture:** Be part of a values-led organisation dedicated to compassion, innovation, and hope for patients and families across the UK.

Equal Opportunities

At Make 2nds Count we are committed to equality, diversity and inclusion in all aspects of our work. We know that diverse teams bring different perspectives, experiences and ideas, which helps us deliver the best possible support for people living with secondary breast cancer. We warmly welcome applications from individuals of all backgrounds, and encourage anyone with the skills and passion for this role to apply.

Personal Profile

	Essential	Desirable
Experience	Experience in customer services or event management	Experience working within a fundraising team or the third sector
IT Skills	Proficient in admin tools and digital systems for service delivery	Experience with remote collaboration tools (Google Workspace, etc.) and charity databases (eTapestry, Salesforce, Raiser's Edge, etc.)
Communication	Excellent communication skills, both written and verbal, including active listening and a strong customer-service focus	Ability to provide clear direction to volunteers

Organisation	Excellent organisational skills with the ability to streamline workflows	Experience of planning and delivery within a fundraising team or event management
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How to apply

- Please email your tailored CV (no more than two pages) with your covering letter outlining your suitability for this role to hello@make2ndscount.co.uk
- **Closing date is Friday 6 March, 5pm**
- Interviews will be held in-person on Thursday 12 March

For more information, please contact our Deputy CEO Emma Hall by email emma.hall@make2ndscount.co.uk

