

Brain Tumour Research - Job description Challenge and Endurance Events Manager

Overall responsibility for delivery of ambitious fundraising targets from a number of challenge, endurance and other participation events to help achieve the Brain Tumour Research income targets.

The successful applicant will

1. Be a confident self-starter with experience in fundraising, organising challenge or endurance events and connecting with people;
2. Be flexible in your approach to work, embrace change and be available to work unsocial hours including evenings and weekends when necessary;
3. Have proven experience of working within the charity sector;
4. Be comfortable working alone or with a team of volunteers and supporters which you will be responsible for building and developing;
5. Be based at our Head Office in Milton Keynes, but with willingness to travel within the UK when required.

Job Purpose:

Reporting to the Director of Fundraising, you will be responsible for managing and growing a portfolio of appropriate challenge and endurance events. You will recruit new volunteers and develop and grow our supporter base for multiple events including the Virgin Money London Marathon, other promoted national and international events and our own bespoke range of core events.

You will ensure an excellent supporter experience, ensuring they reach or exceed their fundraising targets.

Main duties:

1. Devise an annual operating plan detailing how financial and other targets will be met.
2. Research and develop a calendar of events, purchasing places in line with an agreed budget.
3. Develop and manage an agreed number of Brain Tumour Research core events each year, such as 'On Yer Bike'; working in partnership with the Community Fundraising Team to develop teams and participants and achieve income targets.
4. Recruit, manage and develop challenge and endurance event volunteers, and provide appropriate support to their fundraising activities.
5. Steward existing relationships with fundraisers to ensure their support is continued and its value maximised.
6. Manage the relationships with employees of existing corporate partners of Brain Tumour Research and increase participation in challenge and endurance events.

7. Work with the Brain Tumour Research PR team to ensure appropriate media coverage for challenge and endurance events being undertaken by the volunteer network.
8. Work with the Brain Tumour Research Marketing team to grow the Charity's pool of volunteers.
9. Attend, plan and manage pre and post-race receptions for prestigious events such as Virgin Money London Marathon, Prudential RideLondon-Surrey 100 and Great North Run and organise volunteer cheer stations at key points along the course.
10. Help promote Sponsor a Day to achieve an agreed number of days sponsored.
11. Be responsible for delivering income and expenditure targets and reporting weekly on progress, this to include devising contingency plans should income fall behind target.
12. Ensure that all data relating to volunteer fundraisers is correctly captured on Brain Tumour Research's database and maintained in line with Data Protection legislation.
13. Comply with current fundraising legislation and Brain Tumour Research's internal policies as appropriate.
14. Undertake any other reasonable duties as required by senior management.