
**Job Description**

**Job title:** RFC Campaign Officer (Board Support)

## **Reports to:** RFC Campaign Planning & Reporting Manager

**Location:**  Hybrid working, with regular attendance, including Thursdays, at our central office at the Royal Free Hospital, NW3.  Other office days may be worked from our other sites at Barnet Hospital, EN5 and Chase Farm Hospital, EN2

**Full time:**  37.5 hours per week (we welcome flexible working requests)

**Main Purpose**

To provide exceptional and proactive support to the Campaign Development Board chair and board members, empowering them to leverage their networks, expertise, and influence to maximise philanthropic support for the cancer centre campaign.

**Key internal and external contacts**

**Internal:** Director of Fundraising & Campaigns, RFC Chief Executive, RFC Chair, RFC

Trustees, RFL Trust Senior Leadership Team, RFC fundraising team, RFL cancer clinicians.

**External:** Campaign Development Board chair and board members.

**Financial dimensions**

The total fundraising income target for the five-year capital appeal (incl. public phase) is expected to be in the region of £50 million.

**Key tasks and responsibilities**

**Board Meeting Management:**

* Manage the schedule of Campaign Development Board meetings, ensuring optimal timing and attendance.
* Prepare and distribute comprehensive meeting agendas and supporting materials in advance, including reports on campaign progress, financial updates, and relevant background information.
* Attend all Board meetings, take minutes, and ensure timely distribution to board members.
* Track and follow up on action items arising from board meetings.

**Board Engagement and Communication:**

* Be the key point of contact for the Chair of the Development Board, responding to their enquiries promptly and professionally.
* Develop and maintain strong relationships with the Board Chair and individual Board members, understanding their preferred communication styles.
* Prepare updates and briefings for Board members on campaign progress, financial reports and key developments as and when needed.
* Support Board member outreach to their network by providing them with necessary materials and information.
* Manage correspondence related to donors and prospects on behalf of the Board, ensuring timely communication.

**Campaign Support and Administration:**

* Assist with the development and preparation of various campaign materials for the Board, including Board recruitment and induction pack, progress reports, financial reports, presentations, and case statements.
* Manage the tracking and reporting of campaign progress, providing regular updates to the Board and campaign team.
* Collate and manage the tracking of naming opportunities.
* Maintain accurate and up-to-date records of all Board activities, including meeting minutes, correspondence, and engagement tracking.
* Collaborate with the campaign team and other relevant teams to ensure seamless integration of Board activities with overall campaign and fundraising efforts.

This job description is not exhaustive; the role will include other tasks and responsibilities commensurate with the post and subject to change to meet legislative requirements.

##### **Person Specification**

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##### **Job title:** **Campaign Ofifcer (Board Support)**

##### **Essential knowledge**

**EK1** Understanding of philanthropy/major donor and trusts fundraising together with a good understanding of other fundraising opportunities such as corporate, events and legacies.

**EK2** Intellectual capacity to acquire an understanding of the Royal Free’s range of provision together with our values and ethos, to interact credibly with high-level donors.

**EK3** An awareness of substantial wealth sources in the UK, particularly North London, together with an awareness of the motivations of philanthropic wealthy individuals.

**Desirable knowledge**

**DK1** Familiarity with fundraising best practices.

##### **Essential skills**

**ES1** Strong interpersonal skills in order to support the Chair and Campaign Development Board and interact with key internal stakeholders.

**ES2** Highly organised and detail-oriented, with the ability to manage multiple tasks, prioritise effectively and meet deadlines.

**ES3** Excellent written and verbal communication, including the ability to draft materials, and present information clearly.

**ES4** Ability to handle sensitive information with discretion and maintain confidentiality.

**ES5** Strong IT skills in Microsoft Office Suite and fundraising databases.

##### **Desirable skills**

**DS1** Experience of working with SharePoint and Raiser’s Edge.

##### **Essential experience**

**EE1** A minimum of two years experience in a similar role supporting high-level boards or committees, preferably in a fundraising or non-profit environment.

##### **Desirable experience**

**DE1** Experience working with philanthropists or other influential stakeholders.