

## **Job Description**

**Job Title:** Community & Partnerships Fundraiser

**Hours of duty:** 37.5hrs a week

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## **Organisational Arrangements**

**Accountable to:** Community & Partnerships Lead

**Other Accountabilities:** Director of Income Development & Marketing

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## **Role Summary**

Working with the Community & Partnerships Lead the post holder will support the delivery of Community and Corporate fundraising for the Hospice. You will be responsible for developing, managing, and soliciting partnerships with an array of supporters; working towards agreed financial and non-financial targets and set KPIs to ensure that the departmental targets are achieved.

Managing a portfolio of existing, and researching and securing new supporters, you will provide high level stewardship and account management through reporting, proactive engagement, and cultivation activities.

The Community & Partnerships Team work together to deliver a range of activities, including but not limited to:

- Campaigns & appeals
- Community specific events
- Sponsorships
- COY Partnerships including employee fundraising
- Corporate Partnerships and the 1989 Club
- School & Community Groups fundraising
- Individual third party fundraising
- Account management and stewardship for all funder relationships

The successful candidate must have demonstrable knowledge and understanding of the Community and Corporate market. Significant experience of securing partnerships and sponsorships, and proven experience of building long-term effective relationships.

## **Key responsibilities:**

- Establish and develop relationships for the Hospice within the community and corporate market to maximise sustainable opportunities, including local businesses, SME's and larger regional organisations; identifying, cultivating and supporting relationships to secure agreed financial KPIs;

- Research and develop prospect pipelines based on key areas of work within the Hospice; moving supporters along the pipeline through a supported donor journey;
- Prepare sponsorship, COY, and partnership asks through compelling cases for support, engaging presentations, and well prepared, goal-orientated meetings;
- Provide high level account management and stewardship to all supporters, ensuring repeat support, through reporting, proactive engagement, and cultivation activities;
- Work collaboratively with both clinical and non-clinical colleagues across the Hospice to ensure oversight of delivery projects and attain relevant information for reporting and cultivation opportunities;
- Represent the Hospice at internal and external events, including third party fundraising events and cheque presentations, as required, and represent the team at a variety of meetings;
- Keep up-to-date on best practice within the charity sector generally and particularly changes to communications, legislation, and codes of practice;
- Provide information and assets to support and contribute to the Hospice's established Communications department;
- Support the promotion of all Income Development activities and Hospice services;
- Undertake all relevant Income Development fundraising administration using the Hospice's CRM database and in line with GDPR regulations;
- Responsibility for cash handling, public collections, and accurate record keeping and reporting;
- Be able to work flexibly, including evenings and weekends, which may entail hours being spread across multiple days;
- Any additional responsibilities as deemed appropriate by the Community & Partnerships Lead or the Director of Income Development & Marketing.

### **Health and Safety/Security**

1. To be familiar with all requirements of the Health and Safety at Works Acts and the Hospice Health & Safety policies and regulations applicable to the post.
2. To co-operate actively with the nominated Health & Safety person in achieving the aims of the Hospice Health & Safety Policy, Fire Regulations, related issues and various procedures and ensure the legal requirements are met.
3. To take responsible care the health and safety of themselves and of others who may be affected by their acts or omission, and comply with the Health and Safety legislation.
4. To wear appropriate safety clothing and use appropriate safety devices as requires, and not to interfere with or misuse anything which is provided in the interests of health and safety.
5. To report and co-operate with the investigation of all incidents and accidents that have led to or may lead to injury and to report all hazards or shortcoming in the protection arrangements.
6. To ensure as far as predictable that all materials used within the Hospice and its subsidiaries for fundraising activities are properly stored, used and disposed of and that any items of equipment are properly tested, used, maintained and repaired as necessary.
7. To oversee appeals and event Risk Management Assessments and ensure outcomes are acted upon.

## Volunteers

Dr Kershaw's Hospice is generously supported through its active volunteers who work alongside employees of the Hospice, across all departments, helping to fulfil the needs of the services.

As part of all roles at the Hospice, it is expected that all post holders commit to assisting and supporting volunteers to perform their roles to the best of their ability. In addition, it may be required of the post holder to act as a volunteer lead if identified with the Volunteer Co-ordinator, as appropriate.

## Education & Training

The post holder will:

1. Participate in the Hospice appraisal system.
2. Maintain high professional standards and continue own personal and professional development.
3. Assist in teaching and supervision of other members of staff and volunteers.
4. Participate in the orientation of new staff.
5. Attend all mandatory training/update sessions.

## General

1. **Confidentiality** - It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant Hospice policies are met in respect of information held on the Hospice computer system.
2. **Equal Opportunities** – The Hospice is committed to equality of opportunity. All staff are required to comply with current legislation and Hospice policies.
3. **Health and Safety** – Staff must ensure they are familiar with the requirements of the Health and Safety Work Act (1974) and the Hospice Health and Safety policies and regulations applicable to their post.
4. **Safeguarding** – Dr Kershaw's Hospice is committed to safeguarding adults and children and expects all staff to share in this commitment. Staff have a responsibility to ensure that they are aware of specific duties relating to their role and should familiarise themselves with the Hospice safeguarding policy. Regular safeguarding training updates will be held and are mandatory for all staff.

The above indicates the main duties that may be reviewed in the light of experience and developments within the service. Any review will be undertaken in conjunction with the post holder.



## PERSON SPECIFICATION

JOB TITLE: Community & Partnerships Fundraiser

**Note to applicant:** When completing your application form you should demonstrate the extent to which you have the necessary education, experience, knowledge and skills identified for the post.

KEY: E = Essential   D = Desirable   A = Application   I = Interview   P = Practical   S = Short listing criteria		
Requirement	Essential/ Desirable	Assess from:
<b>Education &amp; Qualifications</b>		
Educated to A-level standard or equivalent, and /or have substantial relevant work experience to a minimum of 5 years	E	A, S
Relevant qualification in fundraising or Community or Corporate Fundraising	D	A, I
<b>Experience &amp; Knowledge</b>		
Proven experience in meeting income targets and set financial and non-financial KPIs	E	A, I, S
Proven experience of actively engaging with members of the public on all levels	E	A, I, S
Experience in monitoring and evaluating projects	E	A, I
Experience in managing data on CRM (Customer Relationship Management ) systems and good knowledge of GDPR	E	A, I
Demonstrable knowledge and understanding of Community and / Corporate Fundraising or similar scenario	D	A, I
Significant experience of researching, prospecting, identifying and progressing partnership opportunities through to conversion	E	A, I, S
Experience of working in the charity sector	D	A, I
Up-to-date knowledge of best practice within the charity sector generally and particularly changes to communications, legislation, and codes of practice.	D	A, I
Experience of building effective relationships with key internal and external stakeholders	E	A, I, S
Excellent written and verbal communications skills – with the ability to write creatively for different audiences and purposes and able to influence small and large groups of stakeholders through storytelling	E	A, I, S
Networking and strong interpersonal skills – the ability to build good relationships across all levels of the organisation and externally	E	A, I
<b>Personal Attributes</b>		
Full clean driving licence with access to own car	E	A, I, S
Committed to equal opportunities, anti-discrimination, anti-oppressive policy and practice and social inclusion	E	A, I, S
Works in an empathetic and sensitive way at all times, particularly when in contact with or distributing information to/on behalf of Hospice families	E	A, I
Committed to the values and work of voluntary and community organisations	E	A, I, S
Able to work as part of a team and on own initiative	E	I
Enthusiastic and self-motivated	E	A, I

Application of creative and lateral thinking, combined with good problem-solving skills	E	A, I, P
Ability to work on a number of competing high priority projects, using different disciplines, at once	E	A, I, P
Ability to work sensitively with people of differing viewpoints	E	I,
Excellent communication skills with an excellent standard of written and oral English	E	I, P
Strong IT, digital and administrative skills	E	I, P
Pro-active and a self-starter	E	I
Ability and willingness to work flexibly including some evening and weekend work	E	I
Able to travel in course of carrying out duties	E	A, I