

# Job Description

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| Job Title | **Community Fundraiser** |
| **Line Manager** | **Fundraising Relationship Manager** |
| **Contracted Hours** | **37.5 hours per week** |
| **Primary Location** | **Nightingale House Hospice** |
| **Job Summary**  The Community Fundraiser is responsible for all community fundraising activity within a defined area. This will include developing relationships with existing community supporters, including Fundraising Groups, building relationships with new supporters to grow income, and offering opportunities for new and existing supporters to engage with the hospice. | |

**Key Responsibilities**

* To maximise fundraising opportunities for Nightingale House Hospice with existing and new supporters.
* To be responsible for a personal income target that is set by the Fundraising Manager
* Manage the day-to-day activities relating to community fundraising, including fundraising groups within your geographical area of responsibility.
* To identify and establish new sources of fundraising and support, within the community
* Build and develop relationships with new and existing supporters to maximise fundraising income and opportunities.
* To encourage a wider understanding of the hospice’s work across all areas of the community
* To support, motivate and grow existing, and identify opportunities to develop new, fundraising groups
* To represent the hospice at various networking functions and cheque presentations throughout the catchment area, including evening and weekend work
* To assist in the development of community fundraising activities and campaigns
* To maximise the distribution of collection tins, merchandise, event flyers etc. within your defined area
* To work with local establishments (excluding corporates) that have chosen Nightingale House Hospice as their Charity of the Year or charity partner and maximise the benefit of those relationships
* To actively engage supporters to run events and activities in aid of the Hospice, and advise on managing health and safety risks
* To support Events and Campaigns team as required
* To respond to enquiries from the public, volunteers, fundraisers etc. to offer information and materials in support of fundraising in a timely manner
* To give presentations in the community to local organisations to increase awareness and generate support for Nightingale House Hospice
* To develop relationships with Nightingale House shop managers to maximise the fundraising and promotional opportunities

**Other Duties and Responsibilities**

* To ensure that accurate and up to date financial and supporter records are maintained and accessible on the donor database
* To support colleagues with their fundraising events including supporting them with the promotion and operations of their events
* To work alongside the Volunteers Manager to recruit and manage volunteers for specific fundraising activities and day to day office support
* To cross promote Hospice shops/retail/lottery departments and any additional Income Generation departments.
* Work alongside the Marketing Manager and Graphic Designer for community fundraising and publicly celebrating the community support
* To comply with departmental processes and procedures with regards to the acceptance/banking/thanking of donations
* Working as part of the income generation team help to develop new fundraising initiatives
* To attend local, regional and national fundraising activities as required
* To comply with Fundraising regulations, GDPR Legislation and adhere to best practise as outlined by the Institute of Fundraising

**General Requirements**

This post is subject to the Terms and Conditions of employment of the Hospice as specified in the staff handbook

Competence

You are responsible for limiting your actions to those that you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager / supervisor.

### **Risk Management**

It is a standard element of the role and responsibility of all staff of the Hospice that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards. It is a requirement that you adhere to Nightingale House Hospice Policies, Procedures, Protocols and guidelines at all times.

Health and Safety Requirements of the Hospice

All employees of the Hospice have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Hospice to meet its own legal duties including attendance at mandatory training updates and also to report any hazardous situations or defective equipment.

Data Protection and Confidentiality

The post holder must treat all information, whether corporate, staff or patient information, in a discreet, secure and confidential manner in accordance with the provisions of the current data protection legislation and organisational policy.  Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under statutory legislation and the hospice’s disciplinary policy. This duty of confidence continues after the post holder leaves the organisation.

Records Management

As an employee of the hospice, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. The post holder should consult the IG Lead if they have any doubt as to the correct management of records with which they work.

Flexibility Statement

The content of this Job Description represents an outline of the post only and is therefore not a final list of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

The post is subject to an enhanced disclosure check with the Disclosure and Barring Services (DBS).

Prepared By: Director of Income Generation

Date Prepared:

Employee’s Name: .....................................Employee’s signature……………………….. Date:……………

PERSON SPECIFICATION

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| **JOB TITLE:** | **Community Fundraiser** | | |  |  | |
|  | | ESSENTIAL | DESIRABLE | | | METHOD OF ASSESSMENT |
| QUALIFICATIONS | | * GCSE or equivalent C grade or above in English and Maths | * Educated to Degree Level or equivalent * Recognised Fundraising qualification | | | CV / Application Form/ Interview |
| EXPERIENCE | | * 1-2 years working within the Fundraising Sector * Working in the charity sector * Achieving financial objectives | * Ability to deliver against challenging targets * Experience of the hospice sector | | | CV / Application Form / Interview |
| SKILLS | | * Develop effective working relationships * Excellent verbal and written communication skills * Ability to generate and develop own ideas * Confidence in public speaking and presentations | * Budget Management * Good computer and IT skills such as MS Office and CRM * Ability to monitor, analyse and segment data for fundraising purposes | | | CV / Application Form/ Interview |
| KNOWLEDGE | | * Understanding of general office systems and procedures * Knowledge of the Institute of Fundraising & Fundraising Regulator | * Knowledge of fundraising databases * Knowledge of the legal requirements relating to fundraising * Excellent understanding of the local area | | | CV / Application Form / Interview |
| PERSONAL QUALITIES  **(*Demonstrable*)** | | * Ability to motivate others * Ability to understand and demonstrate an appreciation for the values of NHH * Target driven and able to work to tight deadlines * Team player * Kind and approachable * Self-starter with the ability to use own imitative * Willingness to learn |  | | | CV / Application Form / Interview |
| **OTHER RELEVANT REQUIREMENTS** | | * Smart personal appearance * Car driver with full valid driving license * Reliable and prepared to work outside normal working hours as appropriate * Ability to travel throughout the local area |  | | | CV / Application Form / Interview |

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| **Prepared By:** | Director of Income Generation |  | **Date:** |
|  |  |  |  |

**Employee’s Name:**

**Employee’s Signature:**

**Date:**