

# Job Description

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| Job Title | Community Fundraising Lead |
| **Line Manager** | Director of Income Generation |
| **Contracted Hours** | 37.5 hours per week |
| **Salary** | £28,000 pa |
| **Primary Location** | Nightingale House Hospice |

**Key Responsibilities**

Lead the community team to generate and grow income from the local community including local businesses, schools, groups, and individuals whilst providing exceptional supporter care and stewardship.

**Community Fundraising**

* Identify, build, and maintain strong relationships with challenge supporters, groups, schools, and local organisations to create fundraising opportunities and secure support.
* Develop and implement creative and effective fundraising initiatives, including, campaigns, to maximise income generation. For example, Jolly Jumpers, Rudolph Run etc.
* To relationship manage key supporters with established third-party events throughout the hospice’s catchment area
* To represent the hospice at various networking functions and cheque presentations throughout the catchment area, including evening and weekend work
* Collaborate with the Marketing and Communications Manager to develop compelling fundraising materials, including promotional materials, and social media.
* To manage the risks associated with third party fundraising and to ensure all activities are safe and legal
* To develop a programme of revenue generation from loose change; collecting boxes, bucket collections, street collections and supermarket bag packs etc.
* To give presentations in the community to local organisations in order 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.

**Teamwork and Line Management**

* To work closely with the management team regarding setting and monitoring financial objectives
* Monitor and analyse fundraising performance, produce regular reports, and provide recommendations for improvement and growth.
* To line manage a small team within the fundraising department, providing support and advice on fundraising activities and initiatives.
* To line manage the community fundraisers ensuring they are empowered and supported in their own work and that the team works well together.
* Stay up to date with fundraising trends, best practices, and regulatory requirements in the charity sector, ensuring compliance with relevant laws and guidelines.

**Other Duties and Responsibilities**

* To promote the very positive and valued reputation of NHH by attending meetings, forums and other outside events as appropriate.
* Participating with other members of the Fundraising Team in media contact, public speaking and campaigns.
* To actively look for new opportunities and areas for self development using the NHH annual performance review system to ensure skills are kept relevant and up-to-date.
* To ensure that accurate and up to date financial and supporter records are maintained and accessible on the donor database
* To work alongside the Volunteers Manager to recruit and manage volunteers for specific fundraising activities and events
* To cross promote Hospice shops/volunteers/lottery departments and any additional Income Generation departments where ever possible in an appropriate manner
* To comply with departmental processes and procedures with regards to the acceptance/banking/thanking of donations
* To provide the Fundraising Relationship Manager with monthly progress reports
* To attend local, regional and national fundraising activities as required
* To comply with Fundraising regulations and comply with data protection legislation

**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).

Date Prepared: 08/12/2023 Employee’s Name: .....................................

Prepared By: Laura Parry Employee’s Signature: ...................................

Date: .............................................

# PERSON SPECIFICATION

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| **JOB TITLE:** | **Community Fundraising Lead** | | |  |  | |
|  | | 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 * partnerships * Working in the charity sector * Line Management responsibility * 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:** | Laura Parry |  | **Date:** 08/12/2023 |
|  |  |  |  |

**Employee’s Name:**

**Employee’s Signature:**

**Date:**