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| Job Title:  | Community and Events Fundraising Lead  |
| Department: | Fundraising |
| Location: | St Catherine’s Hospice |
| Salary:  | £26,838 per year (full time, 37.5 hours per week) |

**JOB DESCRIPTION**

| Job Summary |
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To contribute to St Catherine’s fundraising targets by developing existing relationships and proactively researching, identifying and securing new community fundraising opportunities across targeted geographical areas. To steward supporters and groups within our community to deliver their own fundraising activities but also to deliver a number of key fundraising events and initiatives to engage with our local community. To raise St Catherine’s profile within the community, initiating and building mutually beneficial and sustainable relationships to ensure long-term support.

To ensure all supporters in our community have an excellent experience of raising income for St Catherine’s Hospice through community fundraising opportunities, encouraging repeat support and motivating individuals to raise as much money as possible.

Working closely with members of the Fundraising team and across other fundraising income streams, you will be at the heart of our fundraising success, helping to ensure vital income streams are safeguarded and increased. Your work will enable the hospice to make a meaningful difference to the lives of those in our community, from all backgrounds, who are affected by life – shortening conditions.

| Main Duties and Responsibilities |
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| * Steward community fundraising activities to raise money within a defined geographical area in line with annual plans with strategies to meet and exceed financial targets. Achieve this by supporting and facilitating the development of networks of supporters within the community, providing excellent stewardship to individual volunteer fundraisers and by promoting community fundraising initiatives
* Weekend and evening work is essential when events dictate, however, time off lieu can be accrued to compensate
* Play an active part in delivering the annual fundraising strategy, contributing to forecasting budgets and activities
* Support the planning, delivery and evaluation of events and activities, analysing and balancing time to focus effort on the most appropriate fundraising activities with the highest chance of engagement and success.
* Provide reports and information about activities, performance, supporters, as necessary and upon request
* Ensure that local community fundraising activities are recognised appropriately and supported, working collaboratively with the Marketing and Communications Team
* Ensure that accurate and up to date financial and supporter records are maintained and accessible on Donorflex (donor database)
* Provide and facilitate supporters with a choice of how they fundraise and work with St Catherine’s Hospice
* Provide supporters with the information and advice to enable them to organise their own fundraising events and activities in line with charity industry governance and legislation.
* Provide excellent support stewardship including face to face contact and supportive calls and emails.
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| * Engage with local community groups, organisations, groups, clubs, schools, local small businesses, to give compelling talks and presentations to inspire financial support and awareness of St Catherine’s Hospice activities
* Work as part of a team within fundraising and other colleagues across the wider hospice team to maximize fundraising opportunities
* Contribute effectively at all team meetings, work collaboratively with team members when required and offer support when needed
* Where appropriate attend cheque presentations, supporter events and shows to provide good supporter relations, care services, fundraising and volunteering
* Recruit, support and work alongside volunteers both within the community and on site.
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# VOLUNTEERS

# The Hospice has the advantage of being supported by a number *of* volunteers. If a volunteer is assigned to assist you at any time, you will still retain responsibility for the requirements of this job in terms of accuracy, efficiency and standards of completion. You will also ensure good communication and be mindful of your responsibility towards that volunteer in terms of Health and Safety.

# CONFIDENTIALITY

You should be aware of the confidential nature of the Hospice environment and/or your role. Any matters of a confidential nature, relating to patients, carers, relatives, staff or volunteers must not be divulged to any unauthorised person.

# DATA PROTECTION

You should make yourself aware of the requirements of the Data Protection Act and follow local codes of practice to ensure appropriate action is taken to safeguard confidential information.

**PERSON SPECIFICATION**

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| ESSENTIAL  | DESIRABLE  |

Qualifications  |
| * Educated to GCSE level (including Math and English or recognised equivalent qualification or relevant experience)
 | * A fundraising qualification
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| Relevant Experience/Demonstrable transferable skills |
| * Track record of managing and developing relationships with individual donors or customers
* Proven track record of identifying, pitching and securing new support
* Experience of developing, delivering and reviewing annual events to meet agreed budgets.
* Experience of presenting to an audience
 | * Experience of working in a professional fundraising environment
* Experience of using a relationship database to support, inform and report on fundraising and stewardship activity.
* Experience of providing timely, sensitive and inspiring supporter stewardship communications
* Experience of using digital channels for marketing and stewardship activity
* Experience of working with people and community groups from a variety of different backgrounds
* Experience of working with volunteers
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| Key Skills & Abilities  |
| * Excellent and adaptable communication skills and advanced interpersonal skills
* Excellent time management skills
* Proactive team player with the ability to persuade, negotiate, influence and motivate others
* Ability to present to a variety of audiences
* Proficient IT skills in Word, Excel, PowerPoint, the internet, databases and social media
* Resilience – particularly when faced with setbacks
* Self-motivated and committed to achieving targets
* Ability to listen and act on feedback
* Ability to produce reports, spreadsheets and briefings
* Attention to detail/accuracy
* Team player and can-do attitude
* Ability to work independently with limited supervision and prioritise effectively.
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| Other |
| * Commitment to personal and professional development
* An understanding of and demonstrable commitment to the hospice’s values of caring, compassionate and committed, as a framework for decisions, actions and behaviours.
* Understanding and commitment to the aims of Equality, Diversity and Inclusion
* Appreciation of confidentiality
* Full valid driving licence/use of own vehicle and able to travel across Central Lancashire, as required
* Willingness to work flexibly on a regular basis to support events – e.g. evenings and weekends
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