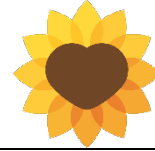


JOB DESCRIPTION

1. Job Details



**East Cheshire
Hospice**
Where people come to live

Job title:	Community Fundraiser
Contract type:	Permanent Full Time 37.5 hours
Salary:	£25,750 + annual phone allowance £276
Reports to:	Relationships Manager

2. Job Purpose

Working with the Relationships Manager to establish and deliver the community fundraising strategy. To develop and maintain new and existing relationships in the community, to grow our community fundraising income stream. To provide excellent administrative and practical support to fundraisers and volunteers.

3. Duties

Fundraising

Account management

- Maximise income from existing community relationships through active and effective stewardship; giving supporters an excellent experience of fundraising.
- Manage key community support group relationships (including area support groups and community events).
- Support the Relationships Manager with the management of community led fundraising events (including the Christmas Tree Collection and Art Fair).
- Manage new and existing initiatives with local schools (including annual Christmas run and Dragons Den project).
- Provide an excellent level of support and ideas to community fundraisers, responding appropriately to their needs.
- Acknowledge and recognise community gifts in a timely and appropriate manner.
- Attend meetings, cheques presentations and community events.

Proactive

- Identify, recruit and retain new community supporters.
- Identify gaps and create and deliver new initiatives and opportunities with existing and new community fundraisers.
- Pitch, present and talk to community audiences in order to secure their support.
- Identify and apply for charity of the year status within the local community.
- Build mutually beneficial relationships with local influencers to assist with introductions.
- Build relationships with new and existing volunteers to identify potential ambassadors.

Financial Management

- Assist the Relationships Manager with setting income and expenditure budgets for community fundraising activities including projections for new activities.
- Monitor and report progress against budget income and expenditure as required.

- Achieve/exceed targets by managing resources within budget and ensure value for money.
- Analyse results appropriately including by ROI and feed conclusions into plans going forward

Support strategic development

- Lead in the delivery of the strategic direction for community fundraising at the Hospice and ensure sustainable growth in net income.
- Communicate community engagement to Hospice staff and volunteers, engaging all in the delivery of activities.
- Develop the community programme in line with changes within the sector and our audience's behaviour.
- Ensure compliance with all relevant legislation and governing bodies including guidance issued by the Institute of Fundraising and Fundraising Regulator.

Relationship team responsibilities

- Directly line manage the Community Fundraising Assistant; assigning projects, delivering 121s, supporting their development and training to ensure the smooth running of the department and maximising income to the Hospice.
- Manage a number of volunteers to assist with community fundraising activities, including the ambassador network.
- Work with the Corporate Fundraiser to create attractive sponsorship proposals and attend meetings to secure corporate sponsorship for Hospice events and initiatives.
- Support the Corporate Fundraiser and Major Donor team with activities and relationships.
- Work with the Donor Care Team to ensure donations are processed accurately, supporters thanked effectively and in a timely fashion and the database is accurate and up-to-date
- Work with the marketing team to ensure community events are effectively promoted on the website, in local press, across social media and other media outlets.
- Work with colleagues within the income generation team, and across the Hospice to identify potential cross team working opportunities to ensure the charity maximises income across all income streams
- Undertake any other tasks of an equal nature reasonably required by the Relationships Manager.

General fundraising

- Continuously seek to maintain and improve own level of skills, undertaking learning and development as appropriate.
- Maintain confidentiality of donors, patients and staff data always.
- Support Hospice events and fundraiser activities as and when required.

4. Person Specification

Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working in a fundraising environment. • Previous experience of providing excellent customer care. • Experience in delivering information to a variety of audiences of different sizes. • Proven experience of meeting and exceeding targets and KPIs. • Experience of marketing and PR techniques to engage external audiences, including social media. • Budget management. 	<ul style="list-style-type: none"> • Experience of working in the charity / not for profit sector. • Understanding of the application of charity legislation to fundraising activity • Working understanding of Information Governance and Data Protection Act.

<p>Skills</p> <ul style="list-style-type: none"> • Excellent communication skills, both written and verbal. • Excellent interpersonal skills, with the ability and confidence to create sustainable relationships. • Excellent IT skills including use of Microsoft Office and experience of working with databases. • Confident public speaker. • Flair and imagination to develop new fundraising initiatives. • An organised approach to work and ability to prioritise workload and meet deadlines. 	<ul style="list-style-type: none"> • Experience using Raisers Edge (or a similar Fundraising database) and NetCommunity website.
<p>Behaviours</p> <ul style="list-style-type: none"> • An innovative and imaginative approach to your work. • A proactive attitude with drive and enthusiasm to get things done. • Commitment to working with others as part of a team. • Ability to build two-way relationships of trust with colleagues, supporters, service users and other stakeholders. • Ability to take responsibility for own personal development and be proactive in keeping abreast of the fundraising sector. 	
<p>Other</p> <ul style="list-style-type: none"> • This role requires some evening and weekend work with notice for which Time Off in Lieu will be given. • Car owner or ability to travel within the Hospice catchment area is essential. 	