



JOB DESCRIPTION

Job Title:	Corporate Fundraiser
Responsible to:	Head of Fundraising
Hospice Band:	Hospice Band 5
Salary:	£27,810 per annum
Hours:	37.5 hours per week, predominantly Mon-Fri with some evening and weekend working
Team:	Income Generation > Fundraising
Location/Base:	Hybrid. Based from Nottinghamshire Hospice, 384 Woodborough Road, Nottingham, NG3 4JF with opportunity for home working.

JOB SUMMARY

Nottinghamshire Hospice is the lead provider of palliative and end of life care in Nottinghamshire. Our services focus on supporting people with life-limiting, terminal illness by understanding their needs and those of the people who care for them.

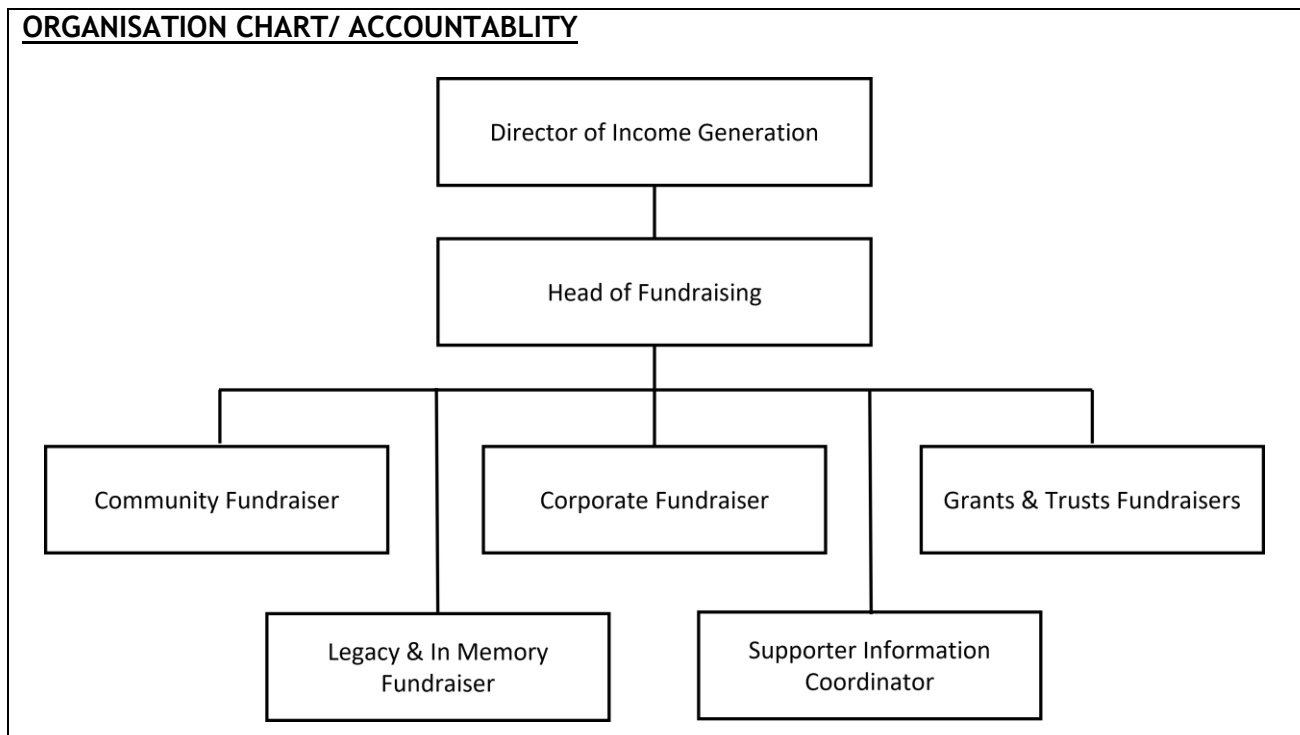
This role is all about relationships, forging new ones and nurturing those we already have. You'll be responsible for developing and maintaining successful partnerships with corporate supporters, through donations, sponsorship, employee fundraising and strategic partnerships.

The role will do this by focusing on;

- Increasing our presence and fundraising income from local companies.
- Developing a pipeline of new business opportunities to secure new corporate support.
- Providing excellent account management to maximise the income from partners who choose to fundraise for Nottinghamshire Hospice.
- Building meaningful relationships with corporate supporters with a focus on repeat and long term support.

The role will work collaboratively with creative colleagues in marketing to deliver engaging fundraising activity throughout the year, developing new and innovative approaches to corporate engagement.

ORGANISATION CHART/ ACCOUNTABILITY



MAIN DUTIES AND RESPONSIBILITIES OF THE POST

Increasing Corporate Support

- Build and maintain a pipeline of corporate partnership opportunities to include charity of the year, strategic partnerships, sponsorship and donations.
- Raise the profile of the Hospice amongst the businesses across Nottinghamshire and actively promote fundraising opportunities with these companies.
- Research and attend local networking events and utilise existing relationships to open up new opportunities for support for the Hospice.
- Develop engaging proposals and applications for corporate partnerships that are mutually beneficial and deliver pitches and presentations to secure new support.
- To work with operational colleagues to ensure the effective delivery of employee volunteering opportunities.
- Represent the Hospice at functions, fundraising events and cheque presentations.

Maximising Partnerships

- Raise the profile of fundraising for Nottinghamshire Hospice by developing proactive fundraising campaigns and working with colleagues in marketing to deliver these.
- Develop a range of fundraising initiatives for a corporate audience and actively promote these.
- Create tools and resources for corporate partners to inspire them to fundraise for Nottinghamshire Hospice.
- Support corporate partners to exceed their income goals with innovate and fun ways to fundraise.
- Identify opportunities to convert existing donors into supporting us in other ways through effective, personalised stewardship.
- Develop effective partnership plans and stewardship journeys for corporate partners with a focus on retaining support and increasing long term support.

Planning & Approach

- Support the Head of Fundraising with the development of a corporate fundraising strategy, including income targets and key performance indicators.
- Lead the corporate fundraising strategy in an empowered way, giving partners the tools and support to maximise fundraising income on our behalf.
- Ensure the corporate fundraising approach integrates with other elements of the wider fundraising strategy.

- Work with the Head of Fundraising to create and manage an income budget, re-forecasting and contingency planning throughout the year when required.
- Develop and deliver an annual corporate fundraising activity plan to meet agreed budgets.
- Provide regular reports to various stakeholders to show progress measure success of corporate fundraising initiatives.
- Manage the administration of your fundraising, ensuring comprehensive and accurate record keeping.
- Work alongside the supporter information coordinator to ensure the supporter database is kept up to date and relevant reports are produced.
- Collaborate effectively with all departments within the hospice, particularly the marketing and communications team, to raise the prominence of fundraising and achieve excellent results.
- Ensure all your fundraising activities comply with codes of practice and all relevant fundraising legislation.
- Maintain strict confidentiality in relation to all aspects of the role and organisation in line with GDPR legislation.
- Support other members of the fundraising team with their activities, where required.
- Carry out any specific tasks commensurate with the Grade as requested by the Head of Fundraising.

General

- Work flexibly to the needs of the post including working evenings and weekends.
- Ensure Nottinghamshire Hospices commitment to equality, diversity and inclusion is embedded in all areas of fundraising practice.
- Act as a champion for equality, diversity and inclusion, challenging poor or inappropriate practice in all areas of Nottinghamshire Hospice delivery of service. This is not restricted to the Income Generation team.

PERSON SPECIFICATION

Essential:

- **Income** - target driven with a proven experience of exceeding income targets.
- **Relationships** - proven experience of managing relationships with a range of different stakeholders, both internally and externally within an organisation.
- **Motivation** - Proven experience of motivating and inspiring others to achieve.
- **Communication** - proven experience of being comfortable communicating in a variety of formats with a range of stakeholders.
- **Resilience** - proven experience of managing a busy workload with conflicting priorities.
- **Analysis** - proven experience of analysing data and information, drawing conclusions and making independent decisions.
- **Projects** - proven experience in managing projects from formation to delivery.
- **Compliance** - proven experience of working within a legislative or external governance framework.
- **IT** - Proven experience in the use of Microsoft Outlook, Word, Powerpoint, Publisher and Excel.
- There will be a requirement to travel within work time to different locations to meet external contacts attend external meetings etc and having own transport will be required with a valid driving license and 'business use' motor insurance at the post holder's expense.

Desirable:

- Experience of planning and delivering simple and successful events.
- Experience of General Data Protection Regulations.

WORKING CONDITIONS / EFFORT

- Working at a VDU/PC for a large part of the role.
- Frequent interruptions with staff enquiries and telephone calls.

- Liaise effectively with all levels of staff.
- Communication within team and other agencies as necessary.
- Sitting in same position for periods of time.
- Busy workload.
- Based in historic building therefore lift not available.

HEALTH AND SAFETY, CONFIDENTIALITY AND EQUAL OPPORTUNITIES

HEALTH AND SAFETY / SECURITY

It is the duty of every employee to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

INFORMATION GOVERNANCE

Nottinghamshire Hospice is required to maintain compliance with the NHS Information Governance Toolkit. All staff must ensure compliance with the requirements for information management and security. Should a breach occur all staff are required to report it immediately to their Line Manager and the Data Protection Legislative Controller.

INFECTION CONTROL

Nottinghamshire Hospice has its own policy for Infection Control. All staff must keep up to date with the new policies and subsequent implementation in practice. All staff must contact their Line Manager if they are suffering from any form of infection with may put patients and other staff at risk.

NO-SMOKING POLICY

Nottinghamshire Hospice has its own smoking policy which details the Hospice is a non-smoking organisation. The policy applies to all staff at all times.

EQUAL OPPORTUNITIES

Nottinghamshire Hospice has given its full commitment to the adoption and promotion of the key principles of equal opportunities contained within current legislation and Equal Opportunities Policy. All staff hold personal responsibility for the application of this policy on a day-to-day basis and should not undertake any acts of discriminatory practice during the course of their employment. Similarly, all staff have a responsibility to highlight any potentially discriminatory practice to their Line Manager, trade union/professional associations. Copies of the Equal Opportunities Policy are available in the Personnel Policies and Procedures file.

PERFORMANCE REVIEWS

The Hospice is committed to regular performance appraisal (including setting objectives for review annually) and agreement of personal development plans for all staff to enhance their ability to fulfil the requirements of their post.

CONFIDENTIALITY AND FREEDOM OF INFORMATION

Information relating to patients' records, diagnosis and/or treatment of patients, staff records, or information concerning contracts, tenders and other commercially sensitive matters etc. are considered to be confidential and must not be divulged without prior authority other than in accordance with the provisions of the Policy on raising concerns about Health Care Services as may be amended from time to time.

All information held by Nottinghamshire Hospice is subject to the General Data Protection Regulations 2018. You will be required to observe Nottinghamshire Hospice policy on the data Protection applicable to your role, functions and wider organisation requirements.

Breaches of the regulations or any aspect of confidentiality will result in disciplinary action and may result in dismissal. Managers are also required as a condition of this Contract to represent the views of the Hospice in any dealing they may have with employees, their representatives, the media, general public or other organisations in which he/she may come into contact.

In addition to the above confidentiality requirements, you must also comply with all aspects of the law concerned with information handling. For this purpose, the relevant legislation is the Freedom of Information Act 2000. This Act places a legal duty on all staff to comply with the rights of the public to access information.

Any altering, destroying or concealing of information held by the Hospice with the intention of preventing the legitimate disclosure of all or part of that information will result in disciplinary action, and may result in dismissal.

JOB DESCRIPTION AGREEMENT

This job description is a guide to the duties you will be expected to perform immediately on your appointment. It is not an exhaustive list, and such duties may well be altered from time to time to meet changes in the Hospice's requirements. Any such changes will be commensurate with the grade of the post and will be discussed with the post holder prior to the changes being made.

