



Nottinghamshire  
Hospice



# Philanthropy Fundraiser

£21,000 (£35,000 FTE)

22.5 hours per week

Hybrid, based from Nottinghamshire Hospice

Thank you for your interest in applying for the new Philanthropy Fundraiser role at Nottinghamshire Hospice.

Nottinghamshire Hospice lead the provision of compassionate, community palliative care to those who are dying in Nottingham and Nottinghamshire from a life limiting illness.

Since we met our first patient in 1980, we have been proud to serve many thousands of local families. Our teams are there, providing expert clinical care and emotional support for 1 in 4 people who die in Nottinghamshire each year.

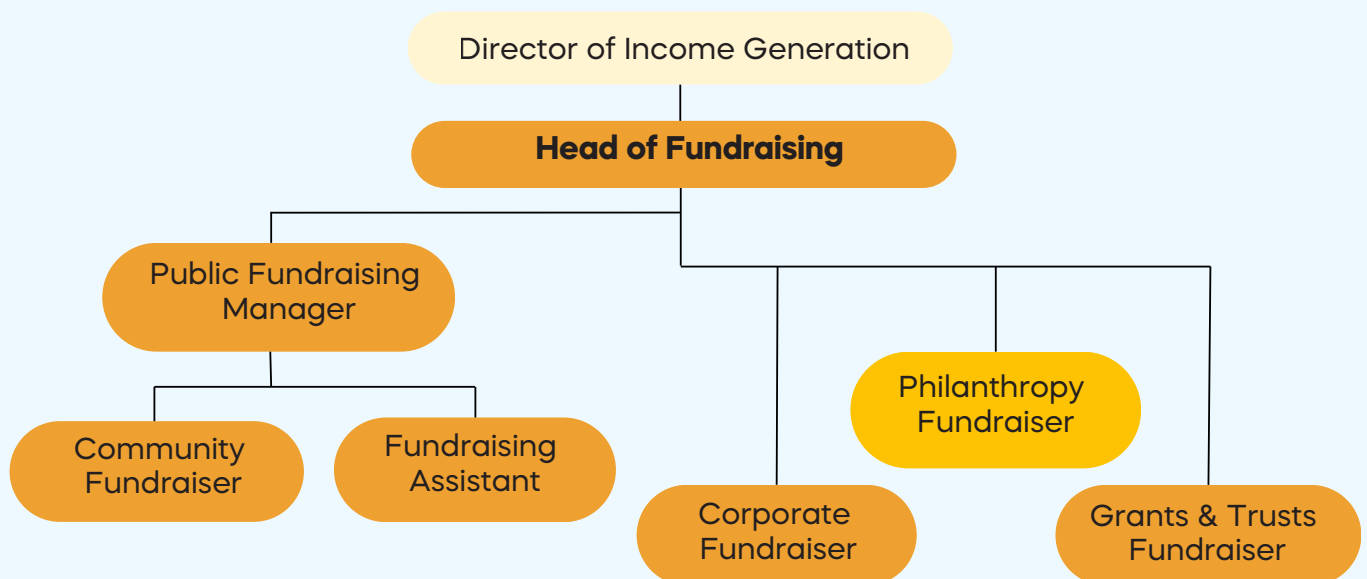
The Philanthropy Fundraiser will play a key role in growing high-value income streams by identifying, building and nurturing relationships with major donors. You will develop tailored engagement strategies, create compelling cases for support, and deliver excellent stewardship to secure significant gifts that sustain and expand our care services for future generations.

Our values – Compassion, Trust and Ambition – are embedded throughout the organisation. If you share these values and have a passion to make a difference in your community, we would love to hear from you.

**Claire Herrick**  
**Head of Fundraising**



## Our Team



# Main duties and responsibilities

## Major Donor Development

- Develop and implement a philanthropy strategy for Nottinghamshire Hospice.
- Identify, research, and cultivate relationships with individuals capable of giving £5,000+ annually.
- Work closely with Senior Leadership Team, Trustees and key external stakeholders to identify and plan approaches to potential donors.
- Create bespoke donor journeys and stewardship plans to deepen engagement.
- Maintain a pipeline of prospects and track progress against income targets and agreed KPIs.

## Case for Support & Communications

- Work with clinical and marketing teams to gather and to develop compelling proposals, impact reports, and donor communications.
- Seek, develop and share impactful stories that showcase our care and services.
- Ensure all materials reflect hospice values, demonstrate impact and inspire action.

## Events & Engagement

- Organise and attend donor cultivation events, networking opportunities, and hospice visits.
- Represent the hospice as an ambassador at external events and meetings.
- Identify opportunities to convert existing donors into supporting us in other ways (eg. legacy) through effective, personalised stewardship.

## Data & Reporting

- Maintain accurate records on the CRM system, ensuring GDPR compliance.
- Report on income performance and forecast against agreed targets.
- Work with the Head of Fundraising to create and manage an income budget, re-forecasting and contingency planning throughout the year when required.

## General

- Work flexibly to the needs of the post including working evenings and weekends.
- Ensure that all your fundraising activity complies with best practice and the requirements of the Fundraising Regulator.
- 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.
- Ensure Nottinghamshire Hospice's commitment to equality, diversity and inclusion is embedded in all areas of people 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 Fundraising team.





# Person Specification

## Essential

- Able to demonstrate how you meet the Hospice values of Compassion, Trust and Ambition.
- Proven experience in major donor / relationship fundraising or high-value fundraising.
- Target driven with proven experience of exceeding income targets.
- Excellent relationship-building and communication skills.
- Ability to write persuasive proposals and construct personalised approaches.
- Confidence verbalising key messages to present confidently to diverse audiences and in a variety of settings eg. one-to-one or to larger audiences.
- Proven experience of motivating and inspiring others with the use of powerful storytelling.
- Strong organisational skills and attention to detail.
- Experience of managing a busy workload with conflicting priorities.
- Experience in managing projects from formation to delivery.
- Experience of working within a legislative or external governance framework.

## Desirable

- Knowledge of the hospice or healthcare sector
- Experience using fundraising CRM systems (e.g. Donorflex)
- Experience of General Data Protection Regulations.

Travelling may be required for your job role and therefore you may be required to hold a Full UK Drivers' licence, have access to a vehicle and to be able to provide evidence of 'Business use' motor insurance, purchased at the postholders' expense.

For an informal chat about the role please get in touch!



Claire Herrick  
Head of Fundraising  
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**07812 096 015**  
[www.nottshospice.org](http://www.nottshospice.org)

# Commitment to Health & 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.

## EQUALITY, DIVERSITY & INCLUSION

Nottinghamshire Hospice is fully committed to supporting and promoting equality, diversity and inclusion best practice within our workforce, as well as with our patients and supporters.

We are on a journey to be an inclusive hospice where a culture to celebrate equality, diversity and inclusion is embedded and discrimination challenged together at every level. We warmly welcome those from all backgrounds - this diversity is important for our journey and values and enriches the services we offer.

We particularly welcome applicants from minoritised ethnic communities, applicants with disabilities, and male applicants, as they are currently under-represented within our workforce. Copies of the Equality and Diversity Policy are available on the Hospice's Intranet site.

This policy applies to all Nottinghamshire Hospice staff and relies on all staff to embed it into their day-to-day work, treat all people with respect and in line with the policy, and report any observed discrimination or mistreatment based on protected characteristics.

## 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.

## Nottinghamshire Hospice

Registered Office: 384 Woodborough Road, Nottingham, NG3 4JF

Registered as a charity (no. 509759).

A company limited by guarantee in England (no. 01509313).

VAT Registration 657 7178 90. CQC Registration No. 1-101728837.



Registered with  
**FUNDRAISING  
REGULATOR**

## 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 UK 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.

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