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| **We believe Hospice care is fundamental for a good life.**  **It is a human right, not a postcode lottery** | We are an Outstanding Hospice. By the time we celebrated our 40th Birthday we had cared for and supported 25,000 local people. At The Hospice of St Francis we believe hospice care is a human right, that is fundamental for a good life. Demand for Hospice care is rising, operating costs are rising, and traditional income is falling in real terms.  Post pandemic 40% more people have come to The Hospice of St Francis for care. Right now, 25% of people in the UK can’t get Hospice care when they need it. To ensure our outstanding care can continue to thrive, we have an ambitious strategy for the future built on our longstanding culture of giving. Local and national trusts and grant givers make a significant contribution to funding that care every year. Our Trust and grant fundraiser is a key role with support from experienced and dedicated volunteers, as part of our Philanthropy Team. You will have a flair for writing, be a confident communicator with an eye for detail and an ability to spot and act on new opportunities for funding. |

**Permanent: 25-30 hours per week. Salary: Band 5 £27,760 – 32,000 FTE**

**The post holder reports to Head of Philanthropy**

# Your role in summary

# Based in our Philanthropy Team in Fundraising, the postholder works with our clinical, estates and governance teams creating compelling proposals to secure mostly restricted income. If you have great digital competence, including the use of AI to summarise information, are an excellent storymaker able to understand an audience, quickly synthesize information and pitch in writing for success, or an early-career fundraiser ready to develop, in this role you will make a difference and work as part of a creative successful team. Understanding how to keep our ask fresh and steward these relationships is key. You will inherit a portfolio of trust and grant funders who have committed support over the long term and a portfolio that delivers at least £180k in income each year. You will work with colleagues on well-established campaigns like The Big Give and support experienced volunteers who handle small grants. This role has space for innovation to secure new funders and uplift existing contributions.

# Rasing Funds:

* Ensure an inclusive, engaging and best-in-class experience for Trusts and grant makers
* Manage an annual rolling programme of applications and multi-year funding reporting requirements.
* Deliver medium, large and complex bids for unrestricted and restricted income to ensure success to an income level of at least £150k to fund initiatives including for example: direct delivery of care, volunteering initiatives, new routes into work for protected groups, equipment and capital projects.
* Robust and regular research of funding opportunities, new trusts, and wider horizon scanning to identify a broad base of opportunity to refresh and renew the pipeline of prospective funders
* Steward existing trust donors, finding opportunities to cultivate and grow the relationship.
* Be a visible accessible presence across the hospice, encouraging colleagues to share and develop their own ideas to raise funds that you and/or trust and grant volunteers can take forward and or support the team generating the ideas to do so.
* Attend our Clinical Assets Meetings and restricted funding meetings
* Generate social media posts consistent with Hospice content standards and GDPR and hard and soft copy information to inform and promote the impact of supporters, this includes video/reel thankyou messages.

**Communication**

* Prepare and submit high-quality, tailored grant applications to secure funding for specific projects and core activities
* Maintain and develop relationships with existing trust and foundation donors
* Be the first point of contact for trust and grant funders and supporters and, for colleagues internally who have questions/queries or have an interest in this area of funding
* Manage a pipeline of prospective funders, ensuring timely follow-up and tracking of application statuses
* Help to create and deliver moments of stewardship that are personal to each funder, show the impact of their support and inspire them when they can, to have an on-going relationship with the charity.
* Be volunteer team leader recruiting volunteers to support your role, ensuing they are inducted and supported. As the wider team help ensure all volunteers feel supported when their respective team leader is away.
* Identify opportunities to collaborate with colleagues across the Hospice to maximum benefit for the charity.
* Be an outstanding advocate for the Charity and represent the Charity at functions and events, in line with the values of the organisation, to promote the objectives of the Charity

**Digital/Business Administration**

* Provide routine and regular reporting on progress, advising on risk/mitigation to ensure the annual target is met
* Enter and update donor information on the CRM ensuring compliance with the GDPR and Data Protection Act.
* Ensure CRM (Donify) records and preference information is up to date and accurate at all times, including recording interactions with supporters
* Ensure all word documents are securely saved and accessible to colleagues on Sharepoint.
* Ensure you comply with all aspects of statutory and mandatory training for your role and through your individual performance deliver on jointly agreed objectives and goals that help to deliver the business of the charity.

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| **Key Accountabilities, Responsibilities & Tasks** | |
| **Departmental & Role Specifics** | * Embrace and embody our Hospice values * A collaborative open and transparent approach to working with others * Deliver successful bids for unrestricted and restricted income to targe twith plans for growth * Robust and regular research of funding opportunities, new trusts, and wider horizon scanning to identify a broad base of opportunity to refresh and renew the pipeline of prospective funders * Steward existing trust funders, finding opportunities to cultivate and grow the relationship. * Be a visible accessible presence across the hospice, encouraging colleagues to share and develop their own ideas that you and/or trust and grant volunteers can take forward and or support the team generating the ideas to do so in grant applications * Happy in a fast-paced environment, with proven ability to plan and complete work to deadlines and managing conflicting priorities |
| **Qualifications, Skills, Experience, Knowledge & Approach** | Educated to degree standard or equivalentWritten fluency able to match bid requirements with succinct well evidenced phrasingTwo years relevant experience with transferable skillsExcellent digital skills with experience in using AI to synthesize informationA successful track record in securing grant funding or meeting sales targetsGood interpersonal skills able to inspire confidence and trustWell-developed insight into your own strengths and areas for developmentEnjoys working with people from a wide range of communities and contextsThe ability to build rapport quickly and mutually beneficial long term relationships  * Experience of working to income targets and working proactively to take corrective action  Experience is using donify (or another CRM), business software, social media and databasesExperience of working with volunteers (desirable). |
| **Communication** | * Confidently present the key messages of The Hospice of St Francis, * Generate social media posts consistent with Hospice branding and content standards and GDPR and hard and soft copy information to inform and promote the impact and generosity of supporters, this includes video/reel thankyou messages from the CEO and Chair * Emotionally resilient, empathic, curious, diplomatic and people-focused. * A consistently high level of supporter care (or customer service) with proven ability in continually improving the supporter (customer) experience. |
| **Internal & External Contacts** | * A team player, able to work well with people across the Hospice and external partners * Comfortable leading teams for projects which will include colleagues from different Hospice departments including those more senior than you. * Able to forge strong professional relationships with others . |
| **Decision Making** | * Able to work under own initiative, under pressure within structured timescales * Competent to understand the limits of own knowledge, and consolidate learning quickly * Freedom to act within delegated responsibility and charity policy and procedure * A pro-active approach to work and problem solving, to spot and deal with issues as they occur * Take soundings, advice and feedback from a range of people internally and external. * The post holder is required to apply the level of judgement commensurate with role, act at all times in the best interests of the Hospice in accordance with the Nolan Principles of Public Life. |
| **Mental and Physical Consideration. & Working Conditions** | * Challenging emotional and circumstances, light manual handling * Able to meet the needs of the service and work flexibly with occasional evening and weekend working to support the wider department/hospice and the availability to travel. * You will be required to sit at a computer, use digital equipment and concentrate for extended periods of time in an open office environment. |
| **Health & Safety** | * Understand and comply with all Code of Conduct, Health and Safety regulations * Complete all mandatory training and comply with all hospice policies |
| **Safeguarding** | * Act in a manner at all times to safeguard the interests of others and justify public trust and confidence |