



THE REAL NUTS AND BOLTS...

Key Responsibilities & Tasks: Departmental and Role Specific

Main duties and responsibilities:

To lead, develop and deliver the community fundraising activities for the Hospice, which will increase and generate significant net income and supporter engagement. The income target for this area in 2025/ 2026 is c£290K.

To lead and motivate the Community Fundraising team and volunteers, providing clarity and direction regarding activities and organisational priorities to meet agreed budgets. With specific line management of two Community Fundraisers.

Research and deliver new, creative and innovative Community fundraising ideas, identifying opportunities and initiating ideas to inject energy, broaden and grow the portfolio.

To lead on the delivery of excellent donor care and high quality stewardship for all through an integrated supporter journey to develop productive and lasting relationships between the community and the Hospice.

KEY RESPONSIBILITIES:

To develop and deliver a comprehensive Community strategy to maximise supporter relationships and fundraising opportunities, creating and delivering engaging stewardship journeys.

Lead and inspire a team of Community Fundraisers and volunteers.

Work in a collaborative environment with all fundraising team members to ensure that all community fundraising activities are integrated and aligned with the overall fundraising strategy to maximise overall income for the hospice.

Lead on a strategy to maximise income and supporter engagement from individuals, clubs, groups, faith groups, and schools.

Represent the charity and confidently present the key messages of The Hospice of St Francis at events, engagements and meetings across the community.

Work closely with the Communications team to explore different engagement options that would enable the maximum number of individuals to be engaged and fundraising.

To lead the business planning and budgeting process for the Community Fundraising programme, set in agreement with the Head of Community and Events Fundraiser and Fundraising Director.

Responsible for managing and growing the volunteer Ambassador programme to help achieve the aims of the hospice.

Forecast, monitor and achieve Community Fundraising income and expenditure budgets, within agreed time frames including monthly reports and take contingency action/reforecasting where necessary.

To ensure that all activities undertaken by the community team are cost effective, monitoring expenditure to ensure the best possible ROI and profit.

JOB TITLE

IT'S ALL ABOUT YOU! (WELL THIS BIT IS)

We appreciate you might not tick every box...

Qualifications, Skills, Experience and Knowledge

Background in community engagement or fundraising

Line management experience, with the ability to guide and motivate.

Strong public speaking and presentation skills

Excellent relationship building and leadership abilities

Organised and self motivated with a strategic mindset

Full UK driving licence and access to a vehicle

Desirable

Experience of managing volunteers

Previous experience of fundraising in a Hospice setting

Knowledge of CRM (preferably Donorfy)

VALUES, COMMUNICATION & WORKING ENVIRONMENT

- Respect and follow [the Hospice's values](#) and policies.
- You will be expected to comply with Health and Safety, Fire and Infection Control regulations and Hospice policies. You will need to complete all mandatory training.
- Safeguarding: Act in a manner at all times to safeguard the interests of individual patients/clients and their families and justify public trust and confidence in the Hospice of St Francis

This list of tasks and responsibilities is not exhaustive and the job holder may be required to undertake other relevant and appropriate duties as required by the Manager. This description and specification can be amended by agreement with the Post Holder and Manager