

## THE #FULL SPEC

### THE REAL NUTS AND BOLTS...

#### Key Responsibilities & Tasks: Departmental and Role Specific

- Work within the Community & Events Fundraising team to inspire our local community to raise money to fund our care.
- Engage and support individuals and groups to organise their own fundraising events, or initiatives to raise funds for the Hospice.
- Visit community groups to deliver talks and presentations that promote understanding and awareness of the Hospice and inspire people to support us
- Contribute to marketing plans for all activities across the community fundraising portfolios; draft copy and create content for social media channels, ensuring web pages are up to date and engaging.
- Lead on excellent donor stewardship; drafting copy thank you emails/letters .
- Keep up to date and accurate records of our supporters via our database (Donorfy.)
- Keep an eye on expenditure and recommend cost-saving initiatives where appropriate.
- Demonstrate excellent donor care to all supporters ensuring long-lasting and productive relationships are cultivated.
- Take a proactive approach to generating new awareness and fundraising raising ideas.
- Champion fundraising across the organisation, encouraging staff & volunteer involvement either through participation, volunteering or awareness raising.
- Represent the Hospice and uphold the organisation's reputation and values.
- To support the organisation's income generation activity as a whole.
- To work collaboratively with colleagues in the fundraising team, trading team, our volunteer development manager and clinical colleagues to identify and explore new opportunities for fundraising support.
- There will be heavy manual handling duties within the role to set up and pack down events and activities

# COMMUNITY FUNDRAISER

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

We appreciate you might not tick every box...

### Qualifications, Skills, Experience and Knowledge

- Experience of fundraising in either a professional (preferred) or voluntary capacity.
- Confident communicator able to build relationships with a wide range of people and convey the work of the Hospice with passion and conviction in person, on the phone and in writing.
- Ability to work independently, maintain levels of motivation and have a genuine commitment to helping the Hospice deliver high quality events and initiatives.
- Experience of using databases and maintaining accurate records of communications with supporters.
- Strong project management skills, able to multitask and work to tight deadlines.
- Positive, highly self-motivated and an effective team player, who is also happy to work independently.
- Confident communicator able to build relationships with a wide range of people and convey the work of the Hospice with passion and conviction both in person, on the phone and in writing.
- Contribute to content for social media channels, written press releases, and other media.
- Ensure that all communications is GDPR compliant.
- Sustain trusted professional relationships internally and externally with individuals, groups, organisations and companies whether there is a direct, or indirect interface with The Hospice of St Francis.
- See the potential in others and understands the impact of their actions on colleagues.
- Take soundings, advice and feedback from a range of people internally and externally
- Understand and assess reputational risk, and seek appropriate advice
- Freedom to act within delegated responsibility and charity policy and procedure
- Understand and comply with Health and Safety, Fire and Infection Control regulations, and Hospice policy, to assure compliance and resolve and/or mitigate risk

## VALUES, COMMUNICATION & WORKING ENVIRONMENT

- Respect and follow [the Hospice's values](#) and policies.
- Your internal & external contacts will include all employees, volunteers, trustees and patrons, plus members of the general public and external organisations/suppliers.
- The post-holder will come into contact with emotional circumstances, through speaking to staff, volunteers and patients and or information. The post holder will frequently be required to change from one activity to another to meet the changing needs of the service
- 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