

JOB DESCRIPTION

- Job Title:** Community Fundraiser
- Reporting To:** Corporate & Community Fundraising Manager
- Location:** The Norfolk Hospice Fundraising Office, with travel as necessary throughout East Anglia
- Hours of work:** 37.5 hours per week over 5 days including evening, weekends and bank holiday
- Annual Leave:** 25 days (increasing to 27 after 5 years and 31 after 9 years) + public holidays

Role Summary:

The Community Fundraiser will be responsible for growing income and raising the profile of the Hospice in the local community to reach an ambitious fundraising budget. Responsible for all third party fundraising activity you will need to be highly motivated and be able to inspire supporters. You must be exceptional in building relationships and providing outstanding stewardship.

Main Responsibilities

- To develop, in conjunction with the Senior Fundraising Manager Corporate & Community Fundraising Manager a third party Community fundraising development plan to include:
 - Third party fundraisers
 - Sponsored events
 - Digital fundraising
 - Hospice led events and appeals
 - Managing static collection boxes and maintaining an up to date record on Raisers Edge of all box locations, dealing with all associated paperwork and supporting all box collection volunteers.
- Prepare detailed proposals for new community activity including income and expenditure forecasts.
- Be proactive in identifying and securing new third party relationships.
- Account manage third party relationships, providing excellent stewardship.
- Develop existing and new community fundraising initiatives and campaigns including sponsored and challenge events.
- Develop the offering across digital platforms such as Facebook and Just Giving to engage supporters.

- Prepare and deliver presentations to a variety of organisations to raise the profile of the Hospice.
- Recruit volunteers to support the third party development plan and the wider fundraising team.
- Attend appropriate fundraising events and activities including those outside normal working hours, weekends and Bank Holidays when required.
- To keep an accurate and update record on Raisers Edge, including contact details and detailed notes of meetings and actions
- To develop and maintain a sound understanding of the work undertaken by The Norfolk Hospice and the hospice movement.
- Support other members of the team by providing assistance when required in the preparation and implementation of fundraising projects and attend events.
- To help ensure volunteers are informed about developments at the hospice and given regular positive feedback.
- Ensure that every activity adheres to the health and safety procedures and guidelines, including carrying out risk assessments in line with the organisation's policy.
- To ensure that the best practice and information on fundraising disciplines are adhered to by both staff and volunteers.
- To attend regular meetings with the Fundraising and Hospice Teams to ensure good practice, underpinned by co-operative relationships and effective communication.
- Undertake any reasonable task requested by your line manager.

Hospice Values

To uphold the Hospice's vision and values at all times

Tapping House...

C A R E S


Compassion Accessibility Respect Excellence Spark


Our Vision

Every person affected by a life-limiting condition will be offered choice and access to excellent **rest-of-life** care and bereavement support.

Our Strategy

- > Ensure patients and their families remain at the **heart** of our service
- > **Grow** our sustainable income to cover annual costs and **build** reserves
- > Recruit and retain the **highest calibre** staff to enable the delivery of **excellent care**
- > Identify and embed a programme of continuous **quality** improvement
- > **Empower** staff, volunteers and communities through development and provision of **innovative** education programmes





Living well, dying well, never alone

Other

- Carry out all duties in accordance with the Hospice's policies and procedures including but not limited to health & safety, code of behaviour, confidentiality and equality, diversity & inclusion.
- Promote awareness of the Hospice, its services and its strategy.
- Work collaboratively and respectfully with all staff, volunteers and supporters of the Hospice. Retail Relief Deputy Manager November 2024
- Promote and support the safeguarding of vulnerable adults, young people and children, observing and adhering the Hospice's policies on safeguarding.
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.

This job description is not intended to be exhaustive and will be reviewed periodically to ensure that the needs of the service are being met.

PERSON SPECIFICATION
Community Fundraiser

	Essential	Desirable
Qualifications and Training	5 GCSEs or equivalent to include English and Maths	
Experience and Skills	<p>Proven ability of leading successful fundraising / marketing/sales initiatives</p> <p>Managing projects through from conception to completion</p> <p>Excellent communication and presentation skills working with a variety of audiences</p> <p>Ensure compliance with changing regulations, including General Data Protection Regulation (GDPR)</p> <p>The ability to build, nurture and maintain relationships</p> <p>Exceptional time management and organisational skills</p>	<p>Producing information, publicity and other relevant literature in an accurate and professional manner</p> <p>Experience of using Customer Relationship Management (CRM) database system ideally Raisers Edge</p> <p>Experience of working with community organisations/groups</p>

	<p>The ability to manage own workload and prioritise accordingly</p> <p>Proficient in Microsoft Office and desktop applications</p>	<p>Experience of working with volunteers</p>
<p>Personal Attributes</p>	<p>Car owner and full UK driving licence</p> <p>Team player</p> <p>Outgoing confident personality</p> <p>Self Starter, able to think strategically</p> <p>"Can Do" mentality able to work calmly under pressure</p> <p>A flexible approach to tasks undertaken whilst ensuring compliance with the organisation's standards</p> <p>A commitment to professional updating and personal development</p>	