

## JOB DESCRIPTION

<b>Job Title:</b>	Community Fundraiser
<b>Department:</b>	Income Generation
<b>Salary range:</b>	£30,000 - £32,000
<b>Reports to:</b>	Community, Events & Corporate Manager (CEC)
<b>Responsible for:</b>	N/A

### Job Purpose

Working alongside the CEC Manager the role will be responsible for being proactive in engaging local communities to maximise income generation by developing a plan to gain more supporters. You will be responsible for growing income by developing and maintaining relationships with volunteers, schools and other community groups.

### Main Duties and Responsibilities

- Grow income from Community Fundraising through phoning and visiting local Groups, schools & individuals, supporting existing supporters and promoting new fundraising initiatives.
- Manage and grow income from collection pots and coordinate a collection of these pots on a regular basis.
- Research, plan and implement new fundraising initiatives.
- Support our fundraising groups and supporters and generate publicity for their activities.
- Manage Just Giving and other on-line giving sites for community events, and ensure that donors and participants are thanked in a timely and appropriate manner.
- Co-ordinate volunteer support for community events where this is required.
- Compile and circulate a list of community fundraising initiatives on a regular basis.
- Foster new relationships and maintain existing relationships with community donors to encourage regular/long term giving.
- Develop long term relationships with supporters through outstanding supporter care.
- Ensure all community fundraising policies and procedures are up to date and in line with current legislation and the Fundraising Code of Conduct.
- Establish good processes and measures to ensure that our activities deliver against objectives and conform to the highest standards of regulations and procedures.
- Invest in new ideas and innovation, continually scanning the external environment.
- Ensure all supporters are thanked in an appropriate and timely manner and their donations are administered in line with fundraising procedures.
- Handle general telephone and personal enquiries regarding donations or other fundraising issues.
- Respond to all donors appropriately with warmth and compassion

### General Duties

#### GENERAL DUTIES *(to remain in all JD's please do not edit)*

- To comply at all times with the requirements of the Health & Safety regulations under the Health & Safety at Work Act (1974) and to take responsibility for the health and safety and welfare of others in the working environment ensuring that agreed safety procedures are carried out to maintain a safe environment.
- To comply at all times with the Hospice Information security policy. Also to respect confidentiality of information about staff, patients and health service business and in particular the confidentiality of electronically stored personal data in line with the Data Protection Act.
- It is the responsibility of all Hospice employees to fully comply with the safeguarding policies and procedures of the Hospice. As an Isabel Hospice employee you must ensure that you understand your role in protecting adults and children that may be at risk of abuse.

Individuals must ensure compliance with their safeguarding training.

- The Hospice is committed to a policy of equal opportunities. A copy of our policy is available from the human resources department.
- The Hospice operates a no-smoking policy.
- The role description gives a general outline of the duties of the post and is not intended to be an inflexible or finite list of tasks. It may be varied, from time to time, after consultation with the post holder.
- All appointments are subject to pre-employment health screening.
- It is the responsibility of all employees to ensure that they comply with the Hospice Infection control practises, as outlined in the Health Act 2008 and staff must be familiar with the policies in the Organisation's infection control manual, this includes Infection Prevention and Control Adult Hospice Policies and Safe Practice Guidance.
- All staff are required to implement infection control policies and practices, including hand hygiene, waste disposal, staff uniform and occupational health responsibilities, as detailed in the Hospice Policies.
- It is the responsibility of all staff to ensure that they have evidence of annual/or otherwise infection control training as appropriate.

**The job description is not exhaustive and may be amended following appropriate consultation in the light of business needs**

## PERSON SPECIFICATION

<b>Job Title:</b>	Community Fundraiser
<b>Department:</b>	Income Generation
<b>Salary range:</b>	

Requirements	Essential	Desirable	How identified
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to A level or equivalent</li> <li>• Evidence of continuous professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Institute of Fundraising Certificate/Diploma is highly desirable</li> </ul>	AF, C
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience of community fundraising and volunteer management.</li> <li>• Significant understanding of relational fundraising and relational management principles.</li> <li>• Managing and updating budget/financial information to achieve income and expenditure targets.</li> <li>• Effective project management experience to achieve agreed delivery and outcomes.</li> <li>• Experience of using Microsoft Office Suite, including word, excel, PowerPoint etc. to produce a range of documents and information.</li> <li>• Working independently and as part of a team to reach allocated targets.</li> <li>• Experience of fundraising databases.</li> <li>• Experience of other fundraising departments</li> </ul>		AF, C, I
<b>Personal skills and attributes</b>	<ul style="list-style-type: none"> <li>• Previous experience in a similar role</li> <li>• Excellent interpersonal skills, communication skills, and organisation skills</li> <li>• Proven ability in building relationships both internally and externally</li> <li>• Ability to produce written reports and meet deadlines</li> <li>• Confident in networking and operating at senior levels</li> <li>• Strong organisational skills</li> </ul>		AF, I

	<ul style="list-style-type: none"> <li>• The ability to work with minimum supervision</li> <li>• Proven ability to work as part of a team and own initiative</li> </ul>		
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**Application form**

**I=Interview**

**T=Test**

**C=Certificate**