



- To work with colleagues to ensure that any potential leads for other aspects of income generation are shared and that a co-ordinated approach is maintained.
- To proactively research and secure new activities and partnerships to benefit the hospice.
- To attend fundraising events and activities outside of normal working hours including weekends and Bank Holidays as required.
- To optimise use of the fundraising database and assist in the production of proposals, reports and plans.
- To keep accurate records of fundraising activities.
- To prepare correspondence, relating to fundraising activities as necessary, interrogating the fundraising database as required.
- To collect and analyse information and statistics to accurately target fundraising activities.
- In order to obtain their support, to make presentations to groups, on the work of the Hospice.

### **MANAGEMENT RESPONSIBILITIES**

- To deputise for the Community Fundraising Manager and others in the Community Fundraising team where required.
- To provide financial information regarding events/projects and activities as required.
- To ensure that existing/new opportunities are researched, planned and implemented in a timely and cost effective manner.
- To ensure best practice advice and legal information on fundraising is given to new and existing supporters.

### **PERSONNEL RESPONSIBILITIES**

- To recognise indications of staff stress and to facilitate staff support.
- To recognise the value of volunteer contribution and play an active part in their support and development where appropriate.
- To participate in the induction of new staff, as required.

### **EDUCATIONAL RESPONSIBILITIES**

- To participate in the Hospice education programme.
- To provide feedback on any training to the wider Income Generation and Marketing team as appropriate.

### **PERSONAL DEVELOPMENT**

- To develop and maintain a sound understanding of all facets of the work undertaken by St Elizabeth Hospice and the Hospice movement
- To devise and execute in conjunction with the Fundraising Manager a personal development plan in line with Hospice objectives and personal needs.
- To maintain and increase personal professional skills.

### **ORGANISATIONAL RESPONSIBILITIES**

- To uphold the Hospice and individual teams values at all times.
- To respect at all times the confidentiality of information covering patients, staff and volunteers.
- To work at all times within the policies of the Hospice and act within Care Standards at all times.
- To ensure effective use of resources.
- To play an active part in the development and maintenance of good relationships with all who have business with the hospice.
- To promote the Hospice philosophy of care towards patients, relatives and visitors.

Because of the special nature of the Hospice and its work the post holder may on occasion be asked to undertake other duties to help maintain our high standard of care.

THIS JOB DESCRIPTION IS NOT NECESSARILY EXHAUSTIVE AND MAY BE SUBJECT TO REVIEW BY THE LINE MANAGER IN CONJUNCTION WITH THE POSTHOLDER.

**PERSON SPECIFICATION  
COMMUNITY FUNDRAISER**

<b>Requirement</b>	<b>Essential/Desirable</b>
<p><b>Qualifications &amp; Training</b></p> <ul style="list-style-type: none"> <li>• Educated to A level or equivalent, alternatively have proven work experience with transferable skills</li> <li>• Fundraising qualification</li> </ul>	<p>Essential</p> <p>Desirable</p>
<p><b>Knowledge &amp; Experience</b></p> <ul style="list-style-type: none"> <li>• Proven work experience in fundraising, marketing or business development</li> <li>• Knowledge and experience of using Donorflex, or other CRM database</li> <li>• Proven experience of working to income and other development targets</li> <li>• Knowledge of the education sector</li> <li>• Experience of managing volunteers</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>
<p><b>Specific Skills</b></p> <ul style="list-style-type: none"> <li>• IT literate – fully conversant with all Microsoft packages including Outlook</li> <li>• Ability to communicate with children and young adults effectively</li> <li>• Excellent presentation skills</li> <li>• Proven experience of working in a busy, fast-paced environment with constant changing priorities and no day being the same</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Calm under pressure</li> <li>• Own transport &amp; current driving licence</li> <li>• Team player</li> <li>• Natural 'problem solver'</li> <li>• Resourceful and persuasive</li> <li>• Excellent relationship builder</li> <li>• Positive, flexible, 'can do' attitude</li> <li>• Ability to work flexibly when required</li> </ul>	<p>All Essential</p>