

St Teresa's Hospice

JOB DESCRIPTION

JOB DETAILS

Job title: Senior Fundraiser

Grade: Hospice Band 6

Reports & is responsible to: Chief Executive Officer

Location: St Teresa's Hospice, The Woodlands, Darlington

JOB PURPOSE

- To develop and provide leadership to the fundraising team within the Hospice.
- Promoting the Hospice within our local community, increasing income and engagement.
- To make a significant contribution to the performance of the Hospice, through the delivery of agreed income and engagement targets
- To encourage and motivate stakeholders, demonstrating a collaborative approach with our internal teams and external partners.
- Contribute to maintaining a positive reputation for the Hospice.

ORGANISATIONAL CHART



DIMENSIONS

The community fundraising team currently consists of a small team incorporating events and activities working with community groups, individuals and local businesses. This is supported by a small team of volunteers.

MAIN DUTIES

Leadership

- Provide motivational leadership supporting the development and planning for fundraising Income streams.
- Ability to line manage, ensuring clear delegation of day-to-day operations.
- Develop and oversee the implementation of operational plans which optimise community fundraising income enabling this income stream to achieve its income goals.

Fundraising

- Lead a culture of supporter care, championing engagement with all our current and potential supporters.
- Maximise income and engagement from all community fundraising income streams.
- To lead on the development of new fundraising initiatives, working with the team to maximise opportunities and generate a positive return on investment.
- Benchmark activities and income against similar charities and providers to inform and further develop profitability.

Budgetary and Compliance

- Lead in the annual budget and planning process for community fundraising.
- Agree and monitor appropriate key performance indicators across the team; monitor ongoing compliance to the budget and return on investment for each activity; report risks and variances promptly.
- Prepare and present effective papers and reports as required within agreed timeframes.
- Assure fundraising compliance with relevant statutory and regulatory requirements (e.g. HMRC, Fundraising Regulator, privacy and electronic communications regulations PECR etc.).
- Ensure all records are managed and maintained in line with the GDPR/Data Protection Act and any other relevant legislation to maintain confidentiality and security.

External Relations

- To maintain and develop strong and effective links with key stakeholders within the community.
- Act as an ambassador for the charity and encourage others to do the same.

RESULT AREAS & MEASURES

The Senior Fundraiser will be responsible for the community fundraising target for the Hospice.

The Senior Fundraiser will support the community fundraising team working to achieve their targets evidenced by growth and meeting targets.

The Senior Fundraiser will support fundraisers activities including income and expenditure budgets and resources.

Effective metrics to ensure compliance against income goals and budgets, which can be used to inform future planning.

KEY WORKING RELATIONSHIPS

- The Senior Fundraiser will line manage In Memory and Legacy Officer, Community Engagement Officer, Fundraising Database Administrator, Corporate Partnership Officer, Fundraising Assistant and team of fundraising volunteers
- The Senior Fundraiser must maintain good working relationships with all Hospice staff and volunteers.
- The Senior Fundraiser will be expected to present a professional profile and raise awareness of all the Hospice's services with many different sectors of the community (business/private).

DBS / other checks required:

This post is deemed to require a DBS check – Enhanced Level with a check of the child barred list, with the Disclosure and Barring Service. This is due to the fact that the post involves working with children. Further information on the Disclosure service is available from

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

All employees of St Teresa's Hospice are required to provide proof of their identity and eligibility to work in the UK.

Employees will be required to complete compliance checks in line with our current policy, as relevant to their role, such as providing evidence of professional registration, insurance and qualifications, employment history and references, and health clearance.

This job description is intended as a guide to the principle duties and responsibilities of the post. It must not be regarded as precisely defining all duties and will be subject to amendment in the light of developing service needs and changes in health policy.

PERSON SPECIFICATION

All factors must be measurable and justified by the job

	ESSENTIAL	DESIRABLE
KNOWLEDGE AND QUALIFICATIONS		
1. Qualification in relevant discipline (Level 5 or above) or equivalent experience	✓	
2. Evidence of on-going professional development	✓	
3. Knowledge of methods to emotionally engage with audiences	✓	
4. Knowledge of effective fundraising techniques	✓	
5. Knowledge of copyright and intellectual property		✓
6. Working knowledge of emerging fundraising trends	✓	
7. Certified Member of the Chartered Institute of Fundraising		✓
EXPERIENCE		
1. Management experience in a commercial, public sector or charitable organization; including line management of income generation activities.	✓	
2. Experience and up to date knowledge of fundraising methods	✓	
3. Experience of working with volunteers		✓
4. Experience of budget management and target setting	✓	
5. Experience of working within a professional fundraising team.	✓	
SKILLS AND COMPETENCIES (demonstrable abilities)		
1. Excellent communicator, networker and influencer, able to ask for support and donations for the Hospice.	✓	
2. Proven ability to work and think creatively and innovatively with a strong sense of accountability and ownership	✓	
3. High level of IT competency and experience	✓	

4. Ability to discover and understand the local demographic and sector; including opportunities, risks, challenges and practices		
5. Creative and innovative approach to income generation	✓	
6. Ability to write accurate and engaging copy, targeted for different audiences.		✓
7. Ability to adapt approach depending on target audience.	✓	
8. Ability to use Customer relationship management systems.	✓	
PERSONAL QUALITIES AND MOTIVATION		
1. Commitment to the vision, values and mission of the Hospice and	✓	
2. Commitment promotion of inclusion and diversity	✓	
3. Excellent interpersonal, communication, presentation, persuasion and facilitation skills with the ability to engage, build and sustain internal and external relationships and work effectively as a leader and part of a team.	✓	
4. Motivational and supportive leadership style with a proven ability to lead, manage, coach and develop individuals and teams.	✓	
5. Excellent organisational and time management skills including the planning and project management of multiple projects and deadlines	✓	
6. Able to travel for work on a regular basis using own transport, including carrying goods and equipment (business use insurance to be arranged by worker at their expense)	✓	
7. Available to work on evenings and weekends as required	✓	



Our Values

Our Values are our core beliefs.

They explain who we are, how we work, what we believe in and stand for:



A welcoming space

Creating a safe, shared and inclusive space where everyone feels valued and respected.



Dedicated to care

At our very heart is holistic care, comfort and dignity for all.



Compassion in all we do

Everything is centred on empathy, kindness, understanding and respect.



Support at every stage

We offer assistance, encouragement and guidance to everyone throughout their personal journey.



Excellence in everything

Delivering professionalism and the highest of standards in everything we do.