

JOB DESCRIPTION

Job Details:	
Job Title:	Major Donor and Corporate Fundraiser
Grade:	5
Department:	Fundraising
Directorate:	Marketing & Engagement
Reporting to:	Philanthropy & Trusts Lead
Responsible for:	Volunteers
Location	All flexible working arrangements considered

Job Summary/ Main Purpose:

To maximise income from major donor and corporate relationships locally and nationally. Undertaking prospecting and pipeline work, writing and delivering compelling cases for support, and maintaining effective ongoing relationships with donors, including timely stewardship both on an individual basis and through appropriate cultivation events.

Positioning of new activities in fresh and compelling ways is crucial. You will ensure projects and activities are in a position to present to funders, and in matching those projects to what you know through maintenance of relationships is most likely to inspire them to donate.

You will deliver innovation through ideas & creativity in line with objectives and tactics set by the Philanthropy and Trusts Lead – helping to deliver an ambitious set of income targets and a growing number of key income generating relationships. You will be supporter centric in your approach putting the needs of our community above all else.

Main Duties and Responsibilities:

- Secure income from a range of wealthy individuals and corporate partnerships/relationships in line with the strategy and tactics set out by the Philanthropy and Trusts Lead.
- Liaise closely with the Philanthropy and Trusts Lead, as well as key clinical and non-clinical teams, to understand and maintain up-to-date knowledge of the Hospice's current and future strategic objectives, in order to grow our major donor and corporate programme and deliver a set of ambitious income targets.
- Take a proactive approach in identifying innovative ways to create fundable projects that deliver mutually beneficial in year and multi-year partnerships with major donors and corporates both locally and nationally.

- Craft compelling cases for support and corporate packages, addressing identified major donor and corporate priorities or requirements.
- Help develop and curate an excellent cultivation, stewardship and impactful thanking journey in order to build and strengthen new and ongoing major donor and corporate relationships.
- Research prospective new donors (locally and nationally), utilising volunteer opportunities where appropriate
- Maintain a strong relationship with other members of the Fundraising & Communications Team to ensure information on current and planned fundraising activities are shared, and opportunities to work together are acted upon efficiently and effectively.
- Support other members of the Fundraising team by regularly sharing news, stories, updates and written examples of services activity and developments, as well as supporting Hospice fundraising events and activities.
- Help to raise the profile of Dorothy House through attendance at networking events and meetings.
- Support, manage and inspire volunteers where appropriate to help maximise capacity to deliver a growing profitable portfolio of major donor and corporate relationships.
- Maintain an awareness of philanthropy fundraising trends, news, events and legislation in the UK in order to implement best practice.
- Ensure effective data management and comply with data protection legislation, ensuring all actions, relationships and communications are methodically logged on the CRM system.
- To undertake training when necessary and participate in regular appraisals and performance reviews.
- Ensure effective data management and comply with data protection legislation, ensuring all actions, relationships and communications are methodically logged on the Hospice database (CRM).

Personal Development

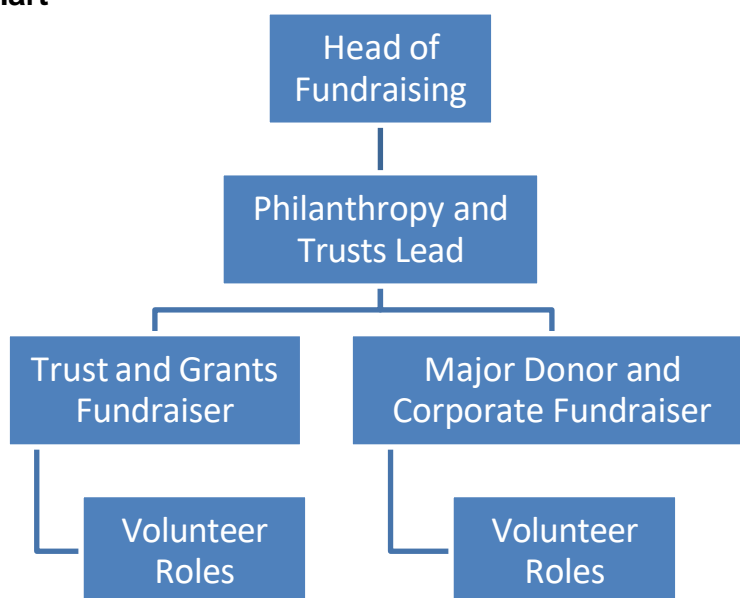
- Undertake required core induction, departmental induction, statutory and mandatory training.
- Collaborate with other members of the team where appropriate in order to learn necessary skills to fulfil the requirements of the role.
- Attend relevant internal training courses.
- Attend relevant external networks / training.
- Proactively maintain relationships with a mentor or coach as set out in your personal development plan

Contacts

- Philanthropy and Trusts Lead.
- Members of the Fundraising and Agency Team (Marketing and Communications)
- Members of the public and media - fostering relationships, receiving cheques, attending functions.

- Members of volunteers and support groups - contact at all levels.
- Volunteers who assist in corporate and event based fundraising activities in a variety of ways ensuring that Dorothy House is represented in a professional positive and appropriate manner at all times.
- Current and prospective donors.
- Fundraisers from charities with whom Dorothy House is working in partnership to deliver services.

Structure Chart



Person Specification

Criteria	Essential	Desirable
Can demonstrate experience successfully fundraising from major donors and/or corporates.	✓	
Holds a basic understanding of CRM databases with the ability to ensure records are accurately updated and maintained.	✓	
Good attention to detail with excellent literacy and numeracy skills.	✓	
Able to create effective bid proposals and reports for donor communications.	✓	
Has experience working towards fundraising targets.	✓	

Ability to work independently to take ownership and responsibility of set projects.		✓
Good verbal communication and interpersonal skills. Demonstrating a confident relationship builder both internally and externally.	✓	
Highly organised and systematic, with the ability to adapt to changing priorities.	✓	

Special Note

This job description does not form a part of the contract of employment but indicates how that contract should be performed. The job description will be subject to amendment in the light of experience and in consultation with the post holder.

No Smoking Policy

Dorothy House operates a No Smoking Policy for all staff, volunteers and visitors in relation to promoting health except for designated areas. It applies to the Hospice premises and grounds at Winsley, all Dorothy House shops and when staff are on duty in patients' homes.

Confidentiality

All of the work relating to patients, carers, donors, staff and volunteers and any other information gained are of a confidential nature and must not be communicated to other persons except in the course of duty.

Health and Safety at Work Act

It is the responsibility of all employees to ensure that the requirements of the Health and Safety at Work Act are complied with safe working practices are adhered to and that hazards are observed and reported to the appropriate office.

Safeguarding

Dorothy House is committed to promoting the wellbeing of all adults and children who use our services, ensuring that they live a life that is free from harm, abuse and neglect. We work in an open and transparent way and encourage staff, volunteers, patients and families to raise any safeguarding concerns. All staff should ensure that they are aware of their responsibilities and attend the mandatory training as required.