

JOB DESCRIPTION

Job Details	
Job Title:	Community Fundraiser
Band:	Band 5
Department:	Fundraising
Directorate:	Marketing & Engagement Team
Reporting to:	Relationship Fundraising Lead
Responsible for:	Fundraising Volunteers
Location	Based at the Hospice in Winsley, working from home and working out in the Community.

Job Summary / Main Purpose:

Working closely with the Relationship Fundraising Lead, and other community fundraisers, you will be responsible for developing our community fundraising portfolio.

Growing a portfolio of community relationships and activities is critical to ensuring we are maximising our community engagement and delivering vital income. To do this you will provide expert guidance and support to individuals, groups and organisations within the community who wish to raise funds for the Hospice. You will help them realise their fundraising potential through excellent supporter stewardship.

You will proactively acquire, retain and engage with new donors in our community, building an active network of long-term fundraisers. You will research and deliver a range of new activities and community initiatives that enable all supporters to fundraise in a way that suits them.

You will be an ambassador for the Dorothy House brand, able to represent the Hospice in receiving cheques, hosting talks and attending events.

You will work within community fundraising budgets, and deliver against key fundraising targets, using tactics developed with the help of the Relationship Fundraising Lead.

You may be required to take on specific projects, and support with our main events as deemed appropriate by the Relationship Fundraising Lead.

Principal Duties and Responsibilities

- To support, encourage and maximise all supporter led fundraising activities, ensuring they are all correctly branded, well marketed and reach full fundraising potential for income generation and brand awareness.
- Support the formation of volunteer fundraising groups, with the aim to maximise the funds they raise for the Hospice.
- To be accountable for and deliver to agreed income targets and key performance indicators.
- To build and develop relationships with all community supporters, communicating appropriately with them making sure they feel valued so that they become long term supporters.
- To proactively develop new relationships with individuals, community organisations, clubs, Schools, Colleges and Nurseries groups. To manage the balance between proactive and reactive fundraising.
- Work collaboratively with the Volunteer Services Team to proactively organise opportunities to present on the work of the hospice and support the delivery of presentations seeking fundraising and volunteering support.
- To seek opportunities to make presentations, deliver relevant and informed talks to the local community and to represent Dorothy House at events and functions when required.
- To ensure that all income and expenditure is correctly accounted for and all cash handled in accordance with the Hospice's procedures and to ensure that all fundraising activity is legal, ethical and conducted to the highest possible standards.
- To ensure that all external activities are warmly recognised, acknowledged and thanked in accordance to the Dorothy House supporter care process.
- Support signing up, briefing, motivating and thanking hospice volunteers for initiatives within team's remit.
- To attend regular 121s and departmental team meetings to review performance, plan future fundraising activities and share relevant information.
- To work closely with the Communications Team to ensure all fundraising activities are effectively promoted.
- To undertake training when necessary and participate in regular appraisals and performance reviews.
- To be flexible and adaptable in approach and prepared to work weekends and evenings.
- To support other members of Dorothy House as required.
- To deliver professional reports and presentations as required.
- To ensure that all admin associated with initiatives within remit and any admin support directed by the Fundraising Leadership, is effected promptly, with a particular focus on database maintenance of contacts and ensuring that acknowledgement letters and certificates of thanks are sent out and recorded accurately on the database.

- To ensure that all actions comply with the Data Protection Act and relevant charity Codes of Best Practice and legislation.
- Carry out risk assessments for events within remit and liaising with insurance company where necessary.

Responsibilities

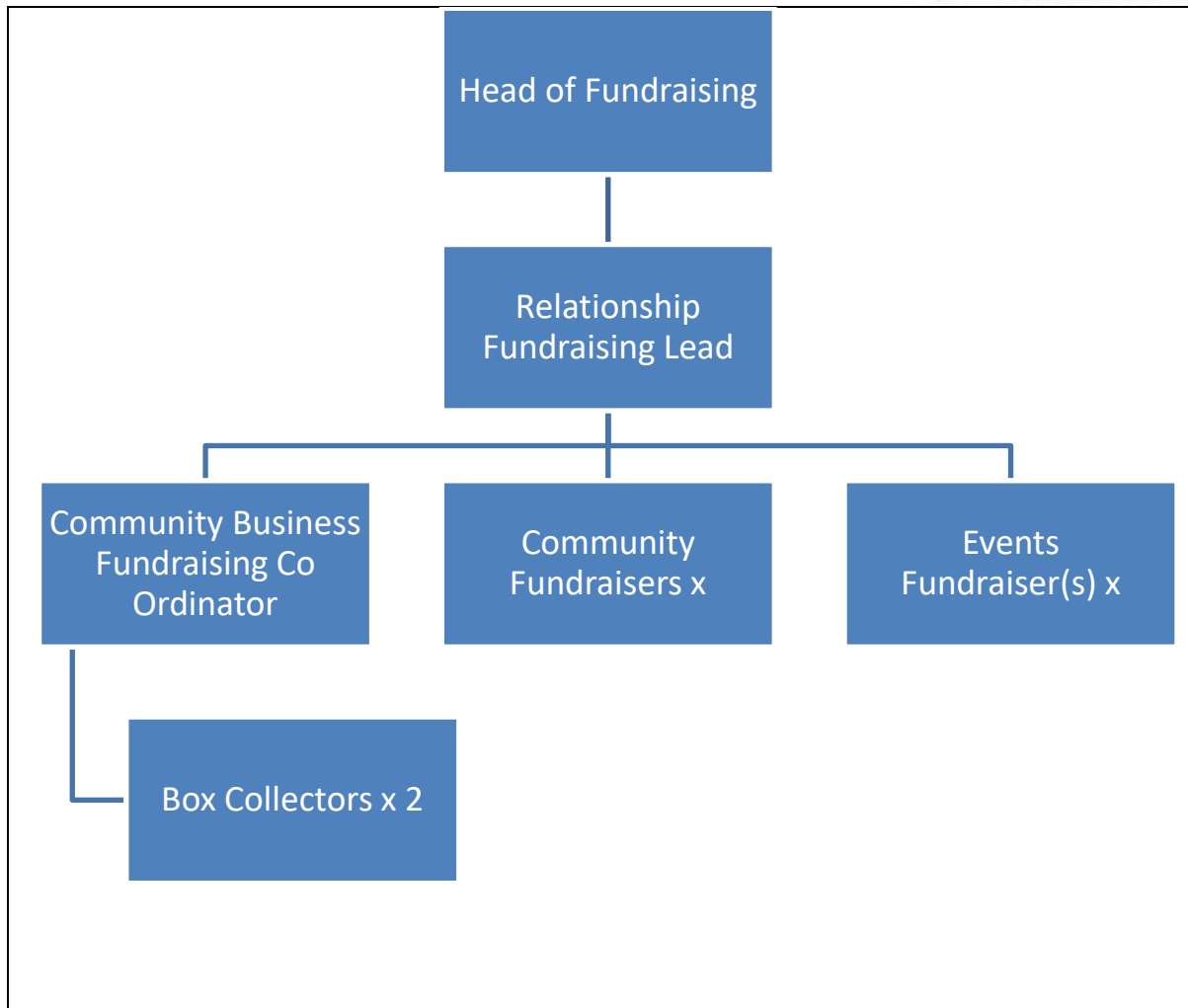
- The post-holder will supervise volunteers as required – this may include input into volunteer recruitment and training.

Professional Development:

- To ensure that your knowledge is continuously updated on fundraising best practice and sector changes; keeping up-to-date with knowledge through attending external training, conferences, workshops, webinars and research.
- The post holder will be responsible for continually maintaining their working knowledge of practices, policies and procedures and highlight ongoing training and development needs to their manager.

It is a requirement of the postholder to be present occasionally alone in charge or in assistance at out-of hours functions. Such attendance to be agreed with the Relationship Fundraising Lead who will allow time off in lieu to be taken as appropriate.

Structure Chart



Contacts

- Relationship Fundraising 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 Community 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.

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. 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.

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.

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.

Person Specification –

Criteria	Essential	Desirable
Good standard of English and Maths	X	
Confident using databases and Microsoft Office tools to generate and present reports.	X	
Experience in working towards and delivering revenue targets		X
Previous fundraising or sales experience		X
Experience of working with volunteers		X
A passionate leader, able to motivate and lead by example.	X	
Excellent organisational skills.	X	
Results driven with a creative and innovative approach to problem solving.	X	
Full UK driving licence with access to a vehicle*	X	



*due to the community responsibilities of the role. Regularly traveling door to door of local businesses. In some cases outside of public transport times and areas.