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| **JOB DESCRIPTION**  |

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| **Job Title:** | Community Fundraiser (Maternity Cover) |
| **Reports to:** | Fundraising Manager |
| **Location:** | Primrose Hospice St Godwalds Road, Bromsgrove B60 3BW |
| **Hours:** | 37.5 hours per week  |
| **Grade/Salary:** | £26,010 |

**Job Role**

To generate and continually grow income from the local community, through the development and delivery of campaigns and activities.

To create a sustainable pipeline of challenge event activities, engaging with the local community.

To work with the Fundraising Manager to achieve an agreed income target from community and corporate supporters.

**Duties and Responsibilities**

* Initial point of contact in relation to all community fundraising and challenge event enquiries.
* Lead on the development and delivery of a programme of community fundraising activities and challenge events to maximise income generation.
* Attend events where appropriate to promote the work of Primrose Hospice as agreed with the Fundraising Manager, including out of hours where necessary.
* Implement clear supporter journeys and process map all activities, ensuring supporters receive the best possible experience.
* Develop a sustainable pipeline of future business from across the community and corporate sector.
* Develop and nurture relationships with potential supporters (e.g. local businesses, schools, and community groups).
* Identify opportunities to secure non-financial support such as pro-bono advice, volunteering, or Gifts in Kind.
* Ensure Primrose Hospice challenge events are well planned and delivered, maximising attendance and income generation and ensuring they comply with legal requirements and best practice.
* Assist the Fundraising Manager and members of the Fundraising Team to plan and deliver appeals and campaigns as required.
* Build relationships with new supporters and account manage key relationships with current supporters to maximise income and opportunities for Primrose.
* Prepare professional proposals (including PowerPoint and others) and confidently deliver presentations at senior level meetings both internal and external as required.
* Respond to community and other fundraising enquiries in a timely and positive way.
* Attend appropriate networking events, raising the profile of Primrose Hospice and to identify growth areas and opportunities.
* Support volunteers working with the Fundraising Team.
* Comply with the Fundraising Regulators Code of Fundraising Practice.
* Keep up to date with developments and trends in Fundraising.
* Undertake appropriate training as required.

**Communications, PR, and Promotion**

* Raise the profile of Primrose Hospice, liaising with the Communications Manager and Fundraising Manager as appropriate
* Develop a detailed understanding and knowledge of the work of Primrose Hospice.

**Administration**

* Contribute to the work of the Fundraising Team across all areas as required, attending, and contributing to team meetings, covering telephone and administration tasks as necessary.
* Utilise the supporter database to maintain accurate records, for data segmentation and for income and other KPI reporting purposes
* Keep accurate records of income generated from fundraising activities.
* Attend staff meetings for the Hospice as appropriate.
* Ensure all activities comply with GDPR and the Data Protection Act.

**Other duties & responsibilities**

* Attend staff meetings for the Hospice as appropriate.
* Provide regular updates and feedback to Fundraising Manager and Senior Management Team as required.
* Undertake and comply with mandatory staff training.
* Be prepared to work flexibly, including evenings and weekends as the role demands. Time off in lieu is given for this.
* A full driving licence and use of own car is required, expenses will be paid in line with Primrose travel and expenses policy.
* All staff are required to comply with Primrose Hospice policies and procedures, including confidentiality, equal opportunities, and data protection.
* It is expected that you will be committed to the core purpose of the Hospice and will act as an ambassador for the Hospice, actively promoting it throughout your role. It is also hoped that as the Hospice is heavily reliant on charitable donations you will support promotional activities where possible showing support to your colleagues in the spirit of team working.
* Act at all times in a professional manner, respecting the needs of colleagues and volunteers and co-operating to maintain a positive working environment.
* To undertake any other duty within your ability and within reason, as may be required from time to time, at the direction of your line manager.

**Assistance**

* The Hospice has the advantage of being supported by a number of volunteers. If a volunteer is assigned to assist you at any time, you will still retain responsibility for the requirements of this job in terms of accuracy, efficiency and standards of completion. You will also ensure good communication and be mindful of your responsibility towards that volunteer in terms of Health and Safety.

**Confidentiality**

* You should be aware of the confidential nature of the Hospice environment and/or your role. Any matters of a confidential nature, relating to patients, carers, relatives, staff or volunteers must not be divulged to any unauthorised person.

**Data Protection**

* You should make yourself aware of the requirements of the Data Protection Act and GDPR and follow local codes of practice to ensure appropriate action is taken to safeguard confidential information.

**Health and Safety**

* You are required to take reasonable care for your own health and safety and that of others who may be affected by your acts or omissions and you should ensure that statutory regulations, policies, codes of practice and safety and good house-keeping rules are adhered to, attending safety and fire lectures as required.

**This Job Description is not intended to be restrictive and should be taken as the current representation of the nature of the duties involved in your job and needs to be flexible to cope with the changing needs of the job and the Hospice.**