# Role Description

**Position:** Community Fundraiser

**Hours**: 35 hours per week to include occasional evening and weekend

 work to suit the business needs of the role

**Salary**: £27,000 to £29,000 per annum.

**Location:** Zoe’s Place Baby Hospice Coventry

**Reporting to:** Head of Fundraising

**Responsible for:** Working to deliver Zoe’s Place overall income generation strategy by supporting the

 local community and Zoe’s Place volunteer team to maximise this income stream.

**Overview**

We’re incredibly proud of our hospices. We provide respite, palliative and end of life care to babies and children from birth to five years old with life limiting or life-threatening illnesses, with our team of specialist nurses offering round-the-clock care and support. We’ve created a safe, caring and fun place, where parents know that their child will receive the best care possible - a home away from home. In order to continue with our specialist work, we need to ensure the charity continues to raise the funds we need.

All job offers are subject to satisfactory DBS check, references and pre-employment checks.

# Key Responsibilities

**Bringing the community together**

* Steward our community supporters and fundraisers to maximise income, ensure they feel valued and wish to continue supporting Zoe’s Place in the future
* Recruit new community supporters and fundraisers; introduce them to Zoe’s Place and ensure they feel included and invested in the work of the Trust
* Meet and exceed Community Fundraising targets
* Support our Trust-wide national campaign; helping to increase uptake and drive income forward
* Carry out engaging talks and prestation’s on the work of Zoe’s Place and attend fundraising opportunities where required
* Manage, recruit and work with our local fundraising volunteers – communicate regularly and ensure volunteers are kept updated and involved with voluntary opportunities, hospice news and fundraising events
* Keep the fundraising database up to date to develop an outstanding and consistent supporter care journey

 **Experience and skills**

Excellent interpersonal and relationship building skills

Demonstrable experience of working on several projects at one given time

Experience of working towards a target or deadline

Strong negotiating and influencing skills; excellent verbal, written and presentation skills

Knowledge of Coventry and Warwickshire is an distinct advantage

**Administration and pipeline**

* Use our fundraising CRM and in line with GDPR to ensure accurate and timely recording of stewardship.
* Working with an income pipeline, ensure accurate and timely financial forecasting, identifying risk to income and mitigating accordingly.

**Collaborative working**

* Work closely and collaboratively with the Marketing Coordinator to create engaging social media posts and other fundraising materials
* Develop strong working relationships with the wider Coventry, marketing fundraising and Coventry clinical team.
* Maintain effective communication and collaboration with other members of staff in order to ‘cross sell’ and maximise fundraising opportunities.

**General and Additional Responsibilities**

* The post holder will be required to work occasional evenings and weekends to meet the business needs of the role for which time off in lieu will be agreed.
* To comply with all Hospice policies, including but not limited to GDPR compliance, confidentiality and Health & Safety.
* Carry out any other reasonable duties as requested by the Head of Fundraising, Director or Executive Trustee.
* This job description sets out the key task and responsibilities of the post and is not intended to be comprehensive. It is essential that it is regarded with a degree of flexibility to meet the changing needs of the organisation and general business need.

# Person specification

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| --- | --- |
| Values | Essential/Desirable |
| Unwavering commitment to openness, honesty and transparency | E |
| Experience |  |
| Experience of sales, account management, community fundraising or donor stewardship   | E |
| Excellent verbal communication and presentation skills  | E |
| Experience of stewarding fundraising or managing / running a volunteer group  | E |
| Excellent relationship building skills  | E |
| Experienced of managing an income pipeline and risk mitigation  | D |
| Experience in organising small community events  | D |
| Skills and knowledge |  |
| Up to date knowledge and understanding of Fundraising Regulator Codes of Fundraising Practice  | D |
| Be a member of the Chartered Institute of Fundraising Practice   | D |
| Personal |  |
| Full driving license, access to a car and able to travel to meetings and events | E |
| Enjoys working collaboratively and takes responsibility for delivering on their part of the plan. | E |
| Passionate, enthusiastic and strives to be the best they can. | E |
| Team player with a positive ‘can do’ attitude | E |

# Benefits

* Salary of circa £27,000 to £29,000 per annum.
* 5% salary employer pension contribution p/a.
* 27 days annual leave plus all statutory English bank holidays. Hospice closure between Christmas and New Year (annual leave allowance must be used).
* Mileage paid at 45p per mile for business miles
* Free, on-site parking.
* Employee assistance programme and free counselling for employees and their family members (limited availability).
* Death in service benefit after six months of service.

\*All relevant benefits will be pro-rata if the appointment is for a part-time post.