



Community Fundraiser

Salary: £29 000 PA

Permanent – 37.5 hours per week

This is your opportunity to make a real difference!

Nottingham Hospitals Charity is looking for a Community Fundraiser to join the team and play a crucial role in growing our community fundraising income. The team needs an energetic and confident communicator who enjoys building long lasting relationships with supporters and wants to make real impact for our amazing local NHS hospitals.

Working to support Nottingham University Hospitals NHS Trust, this varied role will support on the delivery of a diverse portfolio of community partners, supporters and events. The successful candidate will have a friendly and engaging personality and enjoy engaging people face to face, over the phone and via email.

As a small, dynamic team, we have big ambitions to build on this income stream and grow our community income in the coming years. The role will entail identifying, managing and growing a portfolio of community supporters to help us deliver our fundraising ambitions.

You could be an individual who is already successfully working in fundraising or perhaps has been inspired to make the leap into the third sector with transferable experience. Above all, you must be energetic, target-driven and able to communicate with real passion and influence.

About Nottingham Hospitals Charity

Nottingham Hospitals Charity exists to support patients, families and staff at Nottingham University Hospitals NHS Trust, which includes the City Hospital, Queen's Medical Centre, Nottingham Children's Hospital, Hayward House palliative care centre and Ropewalk House hearing centre.

As one of the biggest NHS charities in the UK, Nottingham Hospitals Charity has raised over £60million in 17 years, to fund state-of-the-art specialist equipment, medical research projects, enhancements to the hospital environment, and staff support programmes.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join us.

Main duties of the job

Reporting to the Senior Community Fundraising Manager, you will grow our community income by recruiting and managing community supporters to drive our fundraising efforts across our key campaigns, lead and motivate individuals to take part in fundraising activities, turning conversations into lasting relationships that support our amazing local NHS hospitals.

Working primarily with community supporters, the post-holder will also need to work closely with our Corporate, Individual Giving and Legacy, Comms and Marketing colleagues in support of our overall objectives.

KEY JOB RESPONSIBILITIES

- Manage and cultivate a portfolio of community supporters and prospects to grow income
- Build multi-layered stewardship plan that secures long-term support and offers excellent customer service
- Build year-round cultivation and stewardship event plan for individual supporters and community groups
- Support Senior Community Fundraising Manager to develop and implement annual community fundraising action plans to grow income, generate new leads and manage ongoing relationships
- Conduct prospect research to identify best prospects and plan approaches to introduce the Charity to secure support, to include Charity of the Year partnerships and sponsorship opportunities
- Proactively cultivate and develop relationships with new community supporters and develop relationships with existing donors to secure ongoing support
- Provide effective relationship management and stewardship to demonstrably increase retention of community donors
- To promote and help co-ordinate NHC volunteering opportunities
- Think creatively to develop fundraising initiatives to encourage community supporters to engage with Nottingham Hospitals Charity quickly and easily
- Identify opportunities to secure Nottingham Hospitals Charity as the beneficiary for community charity events
- Support with the planning and execution of events and opportunities for community partners to showcase our work and engage with new supporters
- To ensure the meticulous recording of all data on Raiser's Edge and filing systems (including personal data and financial information)

- To work with Nottingham Hospitals Charity's fundraising, administrative and IT systems and guidelines
- To represent Nottingham Hospitals Charity internally and externally as required
- To regularly work outside of regular office hours
- To undertake any other duties, which may be reasonably required

If you have any questions about the role or working at Nottingham Hospitals Charity, please contact Michelle Dorman or Sam Cousens on 0115 962 7905

To apply, please send your CV and a covering letter to Lisa Halsall at Nottingham Hospitals Charity - lisa.halsall2@nhs.net

Closing Date: Friday 2nd May 2025 (midnight)