

Community Fundraising Executive

The role reports to: **Community and Events Manager**

The contract is: **Permanent**

Grade: **5**

The hours are: **37.5 per week**

Location: Our head office is at St Barnabas House. You will have a base location at one of our offices (Chestnut Tree House/Martlets/St Barnabas House).

Job purpose

The Community Fundraiser will play a key role in delivering income and building meaningful relationships across the Southern Hospice Group, supporting Chestnut Tree House, St Barnabas House, and Martlets.

Moving away from a geographic focus, the postholder will manage and develop a defined supporter portfolio enabling greater expertise, consistency and efficiency across the team.

They will be responsible for maximising income, deepening supporter relationships, and delivering an exceptional supporter journey within their portfolio. The postholder will proactively identify opportunities to grow and steward supporters, empowering them to fundraise while ensuring they feel valued, inspired and connected to the impact of their support.

Working collaboratively across fundraising, marketing and clinical teams, the Community Fundraiser will contribute to a joined-up, insight-led approach that strengthens engagement and drives sustainable income growth across all hospices.

Internal relationships

- Community Fundraising Team
- Events Team
- Supporter Experience Team
- Database and Insights Team

- Other colleagues within Southern Hospice Group as required
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External relationships

- Supporters and donors
 - Community fundraising groups and volunteers
 - Suppliers and service providers for events
 - Local community organisations and partners
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Key duties and responsibilities

Portfolio and income growth

- Take ownership of a defined community fundraising portfolio, developing plans to grown income, engagement and long term supporter value.
- Contribute to and deliver the community fundraising strategy, aligning activity across all hospice brands.
- Identify and implement opportunities to grow income and maximise return on investment.

Supporter recruitment and stewardship

- Proactively recruit, steward and retain supporters ensuring high quality and consistent supporter experience.
- Build strong relationships with schools, community groups, friends groups, supporters depending on the portfolio focus.
- Empower supporters to deliver their own fundraising, including in aid of and on behalf of events, providing guidance, resources and inspiration.

Additional responsibilities

- Identify opportunities to improve efficiency, consistence and scalability across community fundraising.
- Ensure accurate recording and effective use of Raisers Edge.
- Deliver engaging presentations, talks and assemblies to a wide range of audiences.
- Represent the hospices at community events, including in aid of and on behalf of events, promoting their work and impact.
- Recruit, support and inspire fundraising volunteers.
- Ensure compliance with fundraising regulations and act as a trusted advisor to supporters.
- Act as an ambassador for the hospices, communicating impact with passion, credibility and clarity.

Flexibility

This job description is intended to provide a broad outline of the role. The post holder may be required to carry out other duties commensurate with their banding and competence.

The post holder may have tasks or responsibilities delegated to them, appropriate to their level of competence. They may also be expected to delegate tasks or responsibilities to other employees within the team, as appropriate.

Person specification

What you'll bring:

	Essential criteria	Assessment method
Education/ Qualifications	<ul style="list-style-type: none">• A good standard of general education to A level or equivalent and/or qualified by experience	Application Certificates
Experience	<ul style="list-style-type: none">• Experience in fundraising, sales, account management, or a similar relationship-based role• Proven ability to manage and grow income against targets, using data and insight to drive decisions• Strong relationship management skills, with the ability to influence, motivate and inspire supporters• Experience of delivering campaigns, events, or initiatives from planning through to evaluation	Application Interview References
Knowledge, skills and abilities	<ul style="list-style-type: none">• Confidence in stewardship and supporter journeys, with a focus on retention and long-term value• Good understanding of CRM systems and data management• Excellent communication skills, both written and verbal, with the ability to tailor messages to different audiences• Strong organisational skills and ability to manage multiple priorities effectively	Application Interview References

	<ul style="list-style-type: none"> Understanding of fundraising principles, trends and best practice 	
Personal attributes and values	<ul style="list-style-type: none"> A collaborative approach, with a commitment to shared goals and team success Proactive, self-motivated, and solutions-focused mindset Passion for hospice care and alignment with the values of the organisation 	Application Interview
Other	<ul style="list-style-type: none"> Standard DBS A valid UK driving licence and use of own car due to location of role 	Application Recruitment checks

Other duties

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 hospices have 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 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.

Infection control

Infection control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the hospices' Infection Prevention and Control Policies.

Safeguarding

At Southern Hospice Group, we are committed to safeguarding and consider that it is everyone's responsibility. Most colleagues are considered to be People in a Position of Trust. This is because you are employed in a position where you may have direct or indirect access to children, vulnerable adults or information in relation to those persons. All staff and volunteers are required to be aware of and adhere to Group safeguarding policies and attend the appropriate training as and when necessary.

Travel

The organisation has offices in Arundel, Hove and Worthing and you will have a base location at one of these. Where it is a requirement of the role to work across our different offices, it is anticipated that you are likely to spend up to two days a week working at one or more of these locations, as required.

Vision and values

Our vision is to ensure that anyone facing a life limiting illness should receive the care and support they deserve. Our values are that we are *Caring, Connected* and *Courageous*.

Job description

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 hospices.