



Rotherham  
Hospice

# Community Fundraising Manager



# About Us

At Rotherham Hospice, we provide exceptional care for all those affected by terminal illness and are the only adult hospice in Rotherham for the people of Rotherham and surrounding villages.

We began offering Day Hospice services in 1994, and have grown over the years to now provide a 14 bed Inpatient Unit alongside our Hospice Community Team who provide care in the community. Our dedicated team of staff and volunteers work together to provide palliative care that incorporates psychological, physical, social and spiritual support to help patients and their families achieve the very best quality of life, both at home and in the Hospice.

We believe in making a meaningful difference to the lives of patients and their families. As a member of our dedicated team, you'll have the opportunity to contribute to a community of care that goes beyond the ordinary. We value innovation, teamwork, and a commitment to excellence in all that we do. Join us in creating a compassionate and supportive environment where every team member plays a vital role in enhancing the quality of life for those we serve.





# About the Role

You will lead Rotherham Hospice's community fundraising strategy and manage its associated income and expenditure budgets, ensuring that all targets are achieved and / or exceeded where possible.

Through expert stewardship, you will ensure all our community supporters are invested and engaged with our cause and you will ensure all financial and relationship opportunities are explored and maximised to their fullest potential.

You will build meaningful relationships with individuals and community groups within and surrounding the Rotherham area, supporting community-based activities and initiatives.

As part of our high performing Fundraising Team, you will line manage our Community Fundraising Officers, setting a first-class example through proactivity and behaviours.

## Benefits



### Holidays.

A work-life balance is important for everyone, which is why we offer all employees 35 days annual leave per year (including Bank Holidays) which rises after 5 and 10 years service.



### A supportive & comfortable working environment.

Our Hospice is a calm and compassionate place to work, full of inspiring people who support one another.



### Hassle-free parking at no cost.

No one is more than a couple of minutes' walk from the Hospice.



### Great meals & drinks.

Because our culinary team prepares food for patients 24/7, they cook for us too. Buy a lovely lunch with 50% off without even leaving the building.



### Reassurance.

Whilst the here and now is important, we all think about the future. We offer employees a 6% pension after probation and a Life Assurance scheme which will pay 2x your annual salary should you die whilst working in our service.



### Training & development.

Every employee will be supported with their training and development needs and will be regularly supported by their line manager.



# Role Details

Job title:	Community Fundraising Manager
Responsible to:	Director of Income Generation and Communications
Line management:	2 x Community Fundraising Officers
Salary	c£34,590 per annum depending on experience
Hours of work	Full time, 37.5 hours per week
Contract type	Permanent
Location	Hospice based (Rotherham)
Probation period	3 months



# Key Responsibilities

- To prepare and manage annual Community Fundraising budgets, meeting and exceeding targets where possible.
- Prepare quarterly forecasts and report monthly on performance against targets and KPIs to the Director of Income Generation & Communications.
- To support and nurture the Community Fundraising Team, managing performance and celebrating successes with all.
- To research and identify all prospective new community fundraising opportunities and activities.
- To attend community events and meetings to share ideas, provide support and take part in cheque presentations.
- If necessary, to produce funding proposals for donors and prospects.
- To ensure that the needs and expectations of existing and potential supporters are met and exceeded to maximise fundraising income, and to ensure their lifelong support of Rotherham Hospice.
- To maintain and develop excellent working relationships with volunteers working with Rotherham Hospice.
- To work in conjunction with the Communications Team to ensure strategic marketing and communication plans are created to promote community fundraising activity effectively.
- In conjunction with the Volunteer Coordinator, develop and implement a fundraising volunteer plan to recruit and retain fundraising volunteers.
- Work sensitively and empathetically with patients and their families to support fundraising and storytelling in campaigns and appeals, engendering long-term support and advocacy of Rotherham Hospice's work.
- To develop products that engage the public and community groups with fundraising.
- Any other relevant duties as may be required.

## Personal Specification

No candidate will meet every essential and desired criteria. If your experience looks a little different from what we've identified and you think you can bring value to the role, we'd love to learn more about you.

Criteria	Essential	Desired
<b>Experience</b>		
At least 2 years' experience in a similar role with solid knowledge and understanding of Community Fundraising.	✓	
Proven experience developing compelling propositions that drive results and generate income / supporter acquisition.	✓	
Proven experience of meeting and exceeding financial targets in a fundraising setting.	✓	
Experience developing and implementing supporter journeys across multiple channels and communication methods including telephone, written and face-to-face communications.	✓	
Experience working with project management tools, such as Trello.		✓
Demonstrable experience of insight driven decision making to improve fundraising performance.		✓
<b>Skills / Abilities</b>		
Able to plan, organise and prioritise workloads.	✓	
Ability to create meaningful long-lasting relationships.	✓	
Ability to demonstrate flexible and efficient working.	✓	
Ability to demonstrate accurate and effective approach to tasks.	✓	
Ability to multi-task on a variety of complex projects in a busy department.	✓	
Good communicator and able to quickly build the confidence of colleagues.	✓	

## Personal Specification (continued)

Criteria	Essential	Desired
<b>Skills / Abilities (cont.)</b>		
Knowledge of regulatory environment for fundraising from individuals including data protection, Gift Aid and fundraising codes of practice and regulation.		✓
<b>Personal Qualities</b>		
Confident and persuasive communicator with supporters and stakeholders at all levels.	✓	
Able to respond flexibly to changing needs and priorities.	✓	
Good time management and organisational skills.	✓	
Uses own initiative and can make decisions.	✓	
Able to demonstrate resilience.	✓	
Committed to continuous improvement of services.	✓	
Team player.	✓	
Flexible Approach.	✓	
Empowering leadership and management style.	✓	
Commitment to equal opportunity.	✓	
Professional, pleasant and friendly demeanour.	✓	
Approachable, confident, compassionate.	✓	
Own car and full UK driving license.	✓	
A personal experience and / or a shared passion for the work of our cause.		✓



# How to Apply

Please apply by submitting a CV and supporting statement, highlighting your suitability for the position and why you are interested, by email to:  
[humanresources@rotherhamhospice.org.uk](mailto:humanresources@rotherhamhospice.org.uk)

All applications will be treated in the strictest confidence.

If you would like to request an informal conversation about the role prior to applying, please call the Hospice on 01709 308 900 or email  
[humanresources@rotherhamhospice.org.uk](mailto:humanresources@rotherhamhospice.org.uk)

**Closing date: Sunday 4th February 2024**

