



Job Title:	Fundraising Assistant
Working hours:	Full time, 37.5 hours
Reports to:	Director of Fundraising
Salary:	£23,900 to £25,000 PA (depending on experience)
Location:	Based at the City Hospital campus, with a requirement for the post holder to work from the QMC campus as required. Nottingham University Hospitals NHS Trust operates a shuttle bus for this purpose.

JOB SUMMARY

This is your opportunity to make a real difference!

Are you an ambitious, pro-active and confident self-starter looking for a new challenge? If so, this is the role for you.

We have a fantastic opportunity to join our charity team supporting the amazing NHS hospitals here in Nottingham. The Fundraising Assistant will be responsible for supporting the Fundraising and Communications team with administrative tasks, donor care, event coordination and to assist with generating income.

This role offers ample opportunities to make your mark and to work with us in the Hospital and the Community on our projects, events and campaigns.

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.

KEY JOB RESPONSIBILITIES

- To be a key contact for fundraising enquiries to the Nottingham Hospitals Charity office, including in-person donor visits, telephone calls, emails and letters; collation and sending of information packs to potential and current supporters; and advising on queries relating to fundraising and volunteering
- To ensure that a donor-focused approach is adopted at all times when dealing with donors, members of the public and colleagues, to maximise the opportunities of encouraging donor giving.
- To act as the first point of contact for newly-acquired donors by delivering actions related to individual giving and supporter journeys – to include writing thank you letters and other correspondence, and working with the hospitals as beneficiaries
- To provide support across other income streams at the Charity as required, including updating Raiser's Edge database
- To support the promotion (to include mailings, social media posts, distribution of posters/flyers) and delivery of fundraising, profile-raising, donor stewardship and challenge events
- To assist in the preparation and analysis of data and reports for use with management meetings
- Following agreed processes and GDPR, to ensure the meticulous recording of all data relating to fundraising on Raiser's Edge and filing systems (including personal data and financial information)
- To work with the Individual Giving Manager, providing administration and stewardship support
- To perform face-to-face canvassing at Nottingham Hospital sites and within the Charity Hub to sign up new supporters to 'Friends' and our key appeals and campaigns
- To undertake training and skills development and to keep up to date with the changing requirements of the role
- To work within legal and charity guidelines

If you would like to chat more about the role or would like to apply, please send your CV and covering letter to samantha.cousens2@nhs.net

Closing Date: Friday 21st February 2025