



## Job Description

<b>Job Title</b>	<b>Grade/Salary</b>
Head of Fundraising	£35,500-£43,750
<b>Accountable to</b>	<b>Responsible for</b>
Director of Income Generation	Fundraisers, Grants & Trusts Manager, Relationship Giving Manager, Corporate Development Manager, Team of Volunteers

### Job Purpose and Role

The purpose of the Head of Fundraising at Teesside Hospice is to lead and develop a fundraising department and strategy to ensure financial sustainability of the organisation's services. This role is essential in securing the necessary resources to support the hospice's mission to meet the needs of be there for people with a terminal illness and ensure local people get the very best care at the end of their life. By cultivating relationships with donors, driving innovative fundraising campaigns and managing a dedicated team the Head of Fundraising plays a crucial role in enabling Teesside Hospice to continue its essential work and look to improve and develop its services for the future.

### Main Duties and key result areas

General duties	<ul style="list-style-type: none"><li>• Alongside the Director of income generation create, develop and deliver a fundraising strategy to support Teesside Hospice's new incoming strategy and strategic objectives.</li><li>• Identify new fundraising opportunities and innovative approaches to diversify income streams.</li><li>• Lead, mentor, and develop the fundraising team, setting clear objectives and providing ongoing support and training.</li><li>• Foster a collaborative and high-performing team environment, promoting a culture of excellence and accountability.</li><li>• Cultivate and maintain relationships with major donors, corporate partners, trusts, foundations, key local influential stakeholders, community groups and supporters.</li><li>• Develop and implement effective stewardship plans to ensure donor engagement and retention.</li><li>• Plan, coordinate, and oversee major fundraising campaigns, appeals, and events, ensuring they are well-executed and achieve set targets.</li><li>• Collaborate with the marketing team to create compelling campaign materials and communication plans.</li></ul>
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- Develop and manage the fundraising budget, ensuring efficient use of resources and maximizing return on investment.
- Monitor and report on fundraising income and expenditure, providing regular updates to the Director of income Generation and SMT.
- Ensure all fundraising activities comply with relevant legal standards, ethical guidelines, and best practices.
- Maintain accurate records and reporting, adhering to data protection regulations and transparency requirements.
- Act as the primary point of contact for fundraising-related inquiries and represent Teesside Hospice at external events and meetings.
- Build and maintain strong relationships with key stakeholders, including community leaders, volunteers, and partner organizations.
- Alongside the Director of Income Generation analyse fundraising performance data to inform strategic decisions and identify areas for improvement.
- Work closely with the marketing team to develop and implement integrated fundraising and communication strategies.
- Ensure consistent and effective messaging across all fundraising campaigns and materials.
- Recruit, train, and manage volunteers to support fundraising activities, ensuring they are effectively utilized and engaged.
- Identify and secure strategic partnerships that align with Teesside Hospice's mission and contribute to fundraising efforts.
- Negotiate and manage sponsorship agreements and other partnership arrangements.
- Stay abreast of industry trends and best practices in fundraising, implementing new ideas and approaches to enhance fundraising efforts.
- Encourage a culture of innovation within the fundraising team, fostering creativity and continuous improvement.

## Delivering to our Values

### Accountable

- Able to justify actions or decisions
- Takes personal responsibility for their actions
- Able to describe the impact of their work in a way others understand
- Welcomes feedback as an opportunity to grow and develop

### Trustworthy

- Working collaboratively with beneficiaries, colleagues, partners and supporters
- Being authentic and transparent
- Trusted to respond to needs and deliver what is expected of us
- Projecting a professional image that engenders trust

### Principled

- To adhere to professional and clinical standards
- Maintain appropriate boundaries and relationships which are built on trust and honesty
- Avoid and speak out against any actions, or behaviours, that conflict with our values or could cause harm to any stakeholders
- Demonstrate strong moral principles which embody Teesside Hospice's vision and bring our values to life
- Do the right thing even in difficult situations, and always endeavour to work effectively and efficiently to maximise results and service

### Skilled

- Having and showing the knowledge, ability or training to work well
  - Seeking opportunities to learn from a wide range of sources
  - Contributing to the provision of excellent, safe and effective care no matter what your role is in the organisation
- Ensuring that the treatment, support and services we offer are effective

### Compassionate

- *Feeling or showing kindness and concern for others*
- *Able to empathise with people who dealing with a terminal illness*
- *Being kind in use of language and behaviour*
- *Caring for others who need our support and help*

**All employees are expected to:**

- Live the Hospice's values so that the highest standards of patient and customer care can be achieved.
- Be committed to diversity and inclusion of all, promote and improve service standards, so that excellence in all that we do is perused through continuous improvement.
- Contribute to development of and strive to meet departmental, team and individual targets
- Participate in the staff appraisal and development scheme, one to one performance discussions and attend identified training to ensure continuous learning and improvement
- Comply fully with the Code of Conduct, health and safety requirements, legislation, regulations, policies and procedures
- Attend meetings or provide services outside of the usual working hours where reasonably requested to do so
- Have an overall understanding of the risks and implications associated with the requirements of the role and takes appropriate action to mitigate any potential consequences.
- Embrace digital ways of working to help improve efficiency and save costs to the Charity.
- Respect privacy and dignity at all times.

The duties outlined in within this document are not exhaustive and other duties may be expected in line with the level of the role at the discretion of the Head of Service. Teesside Hospice reserves the right to amend the job description at any time.

I have read and understand the duties required for the role.

**Signed** ..... **Date** .....

**Print name** .....

## Person Specification

Attribute	Detail	Essential or Desirable
<b>Skills &amp; Abilities</b>	Ability to manage budgets and maximise return on investment	<b>E</b>
	Ability to develop and implement effective fundraising strategies and plans	<b>E</b>
	Proven ability to lead, motivate and develop a team fostering a collaborative, professional and high performing working environment	<b>E</b>
	Excellent communication skills with the ability to engage a variety of audiences	<b>E</b>
	Strong interpersonal skills with ability to build and retain strong relationships with supporters, partners and stakeholders	<b>E</b>
	Strong organisational skills and attention to detail	<b>E</b>
	Ability to analyse and use data to inform decisions to drive fundraising activities	<b>E</b>
	Ability to meet deadlines and work across multiple projects	<b>E</b>
<b>Knowledge &amp; Experience</b>	Minimum of 5 years professional fundraising experience, in depth understanding of various fundraising techniques.	<b>E</b>
	Minimum of 2 years leading a team to achieve income targets	<b>E</b>
	Knowledge of relevant regulations and best practices in fundraising	<b>E</b>
	Experience in donor stewardship and relationship management, ensuring positive donor experience and long term engagement	<b>E</b>
	Proven ability to develop and manage fundraising budgets maximising Return on Investment	<b>E</b>
	Experience of working in collaboration with marketing and retail teams to execute fundraising campaigns and create materials	<b>E</b>
	Knowledge of legal and ethical standards in fundraising, ensuring all activities adhere to these guidelines	<b>E</b>
<b>Education &amp; Qualifications</b>	Relevant fundraising qualification.	<b>D</b>
	Commitment to staying current with industry trends and best practices	<b>E</b>
<b>Personal Attributes/ Key skills</b>	A genuine passion for the mission and values of Teesside Hospice	<b>E</b>
	Compassionate and empathetic	<b>E</b>
	Ability to work under pressure and adapt to changing priorities and circumstances	<b>E</b>
	Innovative and creative thinker	<b>E</b>
<b>Other</b>	Competent in using fundraising databases/ CRM systems	<b>E</b>
	Ability to network and represent Teesside Hospice at external events effectively and positively	<b>E</b>
	Strong team player	<b>E</b>
	Ability to travel independently throughout the geography covered by this role	<b>E</b>