

JOB DESCRIPTION

Job Title:	Relationship Fundraising Lead (12m FTC)
Reports to:	Director of Income Generation
Responsible for:	Relationship Fundraising Manager - Corporate & Groups Relationship Fundraising Manager - Individuals Relationship Fundraising Manager - Trusts and Grants Relationship Fundraising Manager - Legacy & In Memory
Location:	Garden House Hospice Care
Hours:	37.5 hours per week

Job Summary

- Lead the Relationship Fundraising Team to achieve fundraising goals and objectives. Developing and implementing strategies for Major Donors, Philanthropy, Individual Giving, and Corporates & Groups, Legacies, and Trusts & Foundations.
- Develop, manage, and deliver the strategy and operational plan for Individual Giving - including campaign development and delivery for IMO, Regular Giving and Lottery.
- Ensure alignment between fundraising strategies and organisational objectives.
- Supporting with the development of a clear a clear case for support to allow the organisations story and annual plan to be told across all functions, supporting with the writing, managing and delivering campaigns across the organisation.

Main Duties and Responsibilities

Leadership and Management:

- Lead and manage the Relationship Fundraising Team, setting clear objectives and monitoring performance.
- Develop relationships across the organisation's leadership team to align fundraising strategies with organisational goals.
- Lead Relationship Fundraising team meetings and contribute to the development of new fundraising ideas.

Fundraising Strategy:

- Develop and evaluate fundraising strategies for different income streams (Individual Giving, Regular Giving, Major Donors, etc.).
- Develop a clear case for support and manage fundraising campaigns across the organisation.
- Responsible for the delivery of campaigns and supporter journeys for individual and regular giving including lottery, increasing both number of supporters and their engagement with the organisation.
- Ensure there are clear supporter journeys and stewardship plans across all income streams.
- Grow and evaluate the Hospice's thanking strategy, including implementing an annual thanking day.
- Support the In Memory Relationship Manager in delivering a range of in memoriam fundraising mechanisms including online Tribute Funds, funeral donations and Memory Garden.
- Ensure all activity is compliant with GDPR and fundraising policies.

Stakeholder Engagement:

- Develop strong working relationships with clinical teams to maximise donation and funding opportunities.
- Collaborate with clinical and events teams to deliver supporter engagement events and maximise fundraising opportunities.
- Maximise lottery income and Gift Aid opportunities and declarations.
- Attend relevant events and maintain open communication with all members of the Fundraising Team.

Reporting and Budgeting:

- Provide reports for internal stakeholders and ensure income and expenditure budgets are met.
- Generate marketing opportunities within the local community and ensure compliance with fundraising legislation and branding.
- Utilise Donorflex for data management and ensure accuracy and timeliness of communications.

Additional Responsibilities:

- Contribute to the GHHC Newsletter by generating articles.
- Work outside of core hours when required for event delivery and relationship maintenance.
- Undertake other administrative and general duties as requested by the Fundraising Leadership Team.

Confidentiality

The contractual relationship between the Hospice and its employees is founded on trust. Employees will treat as confidential all information regarding the business of the Hospice, information with regard to agreements with suppliers and information gained about other employees and consultants.

General

This job description is not an exhaustive list of duties, but it is intended to give a general identification of the range of work undertaken and will vary in detail in the light of changing demands and priorities within the Department. Substantive changes in the range of work undertaken will be carried out in consultation with the job holder.

Health and Safety

- Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.
- Ensure familiarity with procedures for dealing with incidents such as accidents or fire.
- Attend fire lectures annually and take part in maintaining fire safety within the building.
- To ensure that all events are appropriately risk assessed for the safety of participants, staff, volunteers and the general public.
- Ensure risk assessments are completed efficiently for all activities related to this role.

Purpose and core values

All Hospice staff are expected to work in line with Garden House Hospice Care Purpose and Core Values as these act as a value base which directly influences how all work activities are undertaken. The ethos of the Hospice should be apparent in the behaviours and attitudes of all employees as the work they undertake, whether it is direct or indirect care, is ultimately for the benefit of patients. The Purpose and Core Values are an integral part of all job descriptions, recruitment, the probationary period and performance and development reviews.

General duties

- To always comply with the Hospice Information security policy. Also, to respect confidentiality of information about staff, patients and health service business and in particular the confidentiality of electronically stored personal data in line with the Data Protection Act.
- It is the responsibility of all Hospice employees to fully comply with the safeguarding policies and procedures of the Hospice. As a Garden House Hospice Care employee, you must ensure that you understand your role in protecting adults and children that may be at risk of abuse. Individuals must ensure compliance with their safeguarding training.
- The Hospice is committed to a policy of equal opportunities. A copy of our policy is available from the Human Resources department.
- The Hospice operates a no-smoking policy.
- The role description gives a general outline of the duties of the post and is not intended to be an inflexible or finite list of tasks. It may be varied, from time to time, after consultation with the post holder.
- All appointments are subject to pre-employment health screening.
- It is the responsibility of all employees to ensure that they comply with the Hospice Infection control practises, as outlined in the Health Act 2008 and staff must be familiar with the policies in the Organisation's infection control manual, this includes Infection Prevention and Control Adult Hospice Policies and Safe Practice Guidance.
- All staff are required to implement infection control policies and practices, including hand hygiene, waste disposal, staff uniform and occupational health responsibilities, as detailed in the Hospice Policies.
- It is the responsibility of all staff to ensure that they have evidence of annual/or otherwise infection control training as appropriate.

NB. The role description is a reflection of the current position and may change emphasis or detail in the light of subsequent developments, in consultation with the post holder.

"team" refers to all members of staff including volunteers.

PERSON SPECIFICATION

Essential	Desirable
<p>Experience:</p> <ul style="list-style-type: none"> • Minimum of 5 years of experience in fundraising, with a strong focus on, Individual Giving, Major Donors and Philanthropy. • Proven track record of successfully leading fundraising teams and achieving fundraising targets. • In-depth knowledge of fundraising principles, techniques, and best practices. • Experience in developing and implementing comprehensive fundraising strategies across multiple income streams <p>Leadership Skills:</p> <ul style="list-style-type: none"> • Strong leadership abilities with the ability to motivate, inspire, and mentor a team. • Demonstrated experience in setting clear objectives, monitoring performance, and providing constructive feedback. <p>Communication Skills:</p> <ul style="list-style-type: none"> • Excellent written and verbal communication skills, with the ability to articulate the organisation's mission and engage donors effectively. • Strong interpersonal skills with the ability to build and maintain relationships with donors, stakeholders, and internal teams. <p>Strategic Thinking:</p> <ul style="list-style-type: none"> • Strategic mindset with the ability to think creatively and develop innovative fundraising approaches. • Analytical skills with the ability to analyse data, identify trends, and make data-driven decisions. <p>Results Orientation:</p> <ul style="list-style-type: none"> • Results-driven with a focus on achieving fundraising targets and maximising return on investment. • Ability to prioritise and manage multiple projects simultaneously in a fast-paced environment. 	<p>Donor Network:</p> <ul style="list-style-type: none"> • Existing network of major donors and philanthropists within the community. <p>Team Collaboration:</p> <ul style="list-style-type: none"> • Experience in collaborating with cross-functional teams, including clinical, marketing, and events departments. <p>Industry Knowledge:</p> <ul style="list-style-type: none"> • Familiarity with the healthcare or hospice sector and an understanding of the unique fundraising challenges and opportunities within the industry. <p>Continuous Learning:</p> <ul style="list-style-type: none"> • Commitment to ongoing professional development and staying abreast of industry trends and best practices in fundraising.

Personal Attributes:

Passion for Mission:

Genuine passion for the organisation's mission and a commitment to making a positive impact in the community.

Integrity:

High level of integrity, ethics, and professionalism in all interactions and activities.

Adaptability:

Flexibility and adaptability to navigate change and thrive in a dynamic work environment.

Resilience:

Resilient with the ability to persevere through challenges and setbacks.

Team Player:

Collaborative and team-oriented with a willingness to support colleagues and contribute to a positive work culture.

Shortlisting for all positions will be undertaken on the basis of applicants meeting the requirements listed above. Please note that in order to be offered an interview, the applicant must meet all the essential requirements for the post.