

We're proud to care
We're proud to work together
We're proud to make a difference

At Moya Cole Hospice, there's one thing that motivates us and that's providing excellent care and support to those living with or affected by life-limiting illnesses.

We're continuously developing our plans for delivering world-class, innovative care to ensure Moya Cole Hospice is in the best shape possible for future generations.

You'll be challenged, inspired and empowered to help us achieve our purpose and to play your part in making a difference,

People matter

Lead and learn

Brave and bold

Together
we are stronger

Job Role Profile

Job Title: Fundraising Manager

Salary: £39,959-£48,117 Band 6 Competency Based Framework

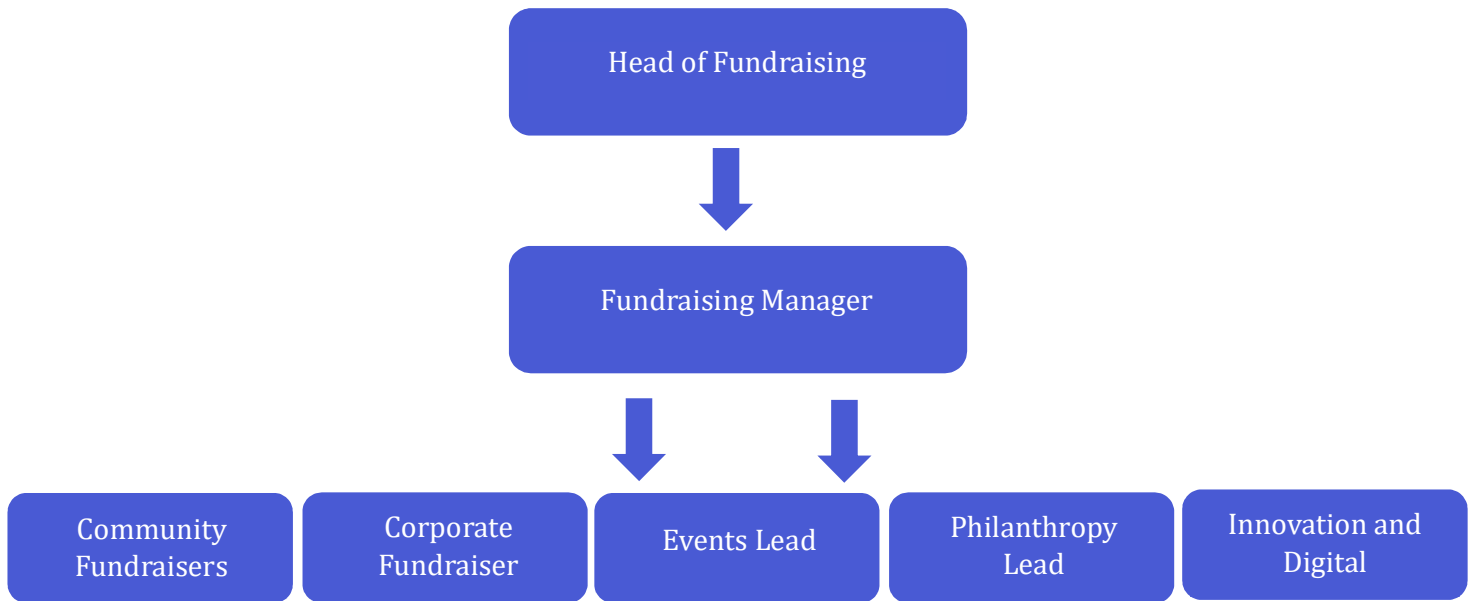
Location: Cross-Site

Responsible for: Fundraisers

Responsible to: Head of Fundraising

Core Purpose: To contribute to the income generation of the hospice by managing and motivating a team of fundraisers working across the fundraising disciplines.

Team Organisational Chart



Job Summary

We are looking for an experienced fundraiser with strong leadership skills to contribute to the income for Moya Cole Hospice with engaging and inspirational management of the fundraising team across fundraising disciplines.

- You will grow support through motivating the team to give excellent stewardship of supporters, effective promotion of fundraising initiatives and building a strong and sustainable volunteer network within the community.
- You will work in collaboration with the communications team, liaise closely with trading colleagues and build strong relationships with all staff at all hospice sites.
- You will work closely with the Fundraising Appeals & Operations Lead to ensure that administrative and financial processes are in place to support your activity and with the Innovation & Digital Fundraiser to ensure fundraising activity is relevant and future proof.
- You will be required on occasion to deputise for the Head of Fundraising.
- You'll be at the heart of our fundraising success, helping to ensure these vital income streams are safeguarded and increased.

Responsibilities

The Fundraising Manager will:

- Manage a team of fundraisers to deliver growth and diversification of fundraising across community, corporate, individual giving and philanthropy income streams
- Deliver Income in line with the budget as agreed with the Head of Fundraising
- Work closely with the Fundraising and Communication team to ensure activities are maximised.
- Deliver inspiring team meetings, workshops and training to develop the skills of the fundraising team.
- Ensure effective use of the organisation's fundraising database by all staff to provide effective information and comply with regulatory requirements.
- Build relationships with key internal and external stakeholders.
- Attend networking events and meetings with potential donors
- Promote effective management of the health and safety of all staff and volunteers involved in fundraising activity, including the preparation of risk assessments
- In conjunction with the Innovation and Digital Fundraiser facilitate the testing of new platforms for fundraising which will increase and sustain income and the visibility of hospice fundraising within communities.
- To work with non-fundraising teams across the hospice to ensure promotion of fundraising activity, excellent supporter care and knowledge of hospice activities.
- To work closely with the Communications team to ensure that supporter stories are shared with the wider public and community events are promoted effectively.
- To plan work to inform and facilitate the achievement of the budget and maintain thorough record keeping in line with Moya Cole Hospice and Fundraising Regulator policies and guidelines.

Skills, Qualifications and Experience

The Fundraising Manager will:

- Have a degree level education or equivalent experience.
- Three years of successful fundraising in the UK charity sector.
- Experience of leading successful teams
- Knowledge of the fundraising environment and of a range techniques and disciplines which will support the cost-effective generation of income.
- Work collaboratively with other members of the fundraising team and wider hospice for the benefit of supporters and the hospice
- Possess strong IT and report writing skills
- Be highly motivated and have the ability to work autonomously
- Take initiative and make decisions.
- Be aware of legal guidelines around fundraising and the Code of Fundraising Practice

- Be experienced in the interpretation and communication of management accounts
- Have a track record of motivating a team to achieve results
- Demonstrate energy, enthusiasm and flair to work hard and achieve ambitious targets.

The Fundraising Manager will be able to:

- Build strong relationships with individuals and key stakeholders
- Manage, forecast and budget effectively
- Successfully recruit and manage fundraising volunteers
- Demonstrate excellent team working skills
- Manage workload under own initiative with support of Line Manager
- Show commitment and motivation to the purpose of the hospice
- Hold a full driving licence and have use of a vehicle for business use.
- Be creative and innovative using technology to maximize income opportunities.
- Analyse results effectively and use these results to inform decision making
- Produce progress reports as required by the Head of Fundraising
- Demonstrate a commitment to equal opportunities and diversity
- Show a flexible approach to work and be able to work out of hours as required

It would be desirable if you have:

- Experience of working with Raiser's Edge
- Experience of specific Legislation including data protection and information governance

Terms and Conditions for Fundraising Manager

Contract	Fixed Term Contract (12-month maternity Cover)
Work Pattern	37.5 hours per week across 5 days with some weekend/evening working
Location	Heald Green or Little Hulton with some home working (Cross-site work required)
Free Parking	Free parking at our Heald Green and Little Hulton sites
Holiday	35 days, increasing to 37 days after 5 years' service and 41 days after 10 years' service (pro rata, inclusive of bank holidays). In addition, staff are able to buy up to 1 weeks' holiday per year via salary sacrifice, pro rata.
Pension	Contributory Stakeholder pension in which we match up to 7% of your gross salary. Or the ability to continue with a previously held NHS pension (subject to making contributions into the scheme in the previous 12 months).
Life Cover	All staff in the Scottish Widows Pension scheme (with the exception of bank staff) are provided with life cover of three times their basic salary in the event of their death whilst employed by Moya Cole Hospice.
Health Cash Plan	We offer access to an employee paid health cash plan. That allows employees to spread the cost of health expenses including dental, optical, physiotherapy and more.
Employee Assistance Programme	Employees can access telephone and online counselling 24 hours a day. Face to face counselling is also available and support on issues including debt, employment law, benefits and housing.
Probation	Six months
Notice	8 weeks
Safeguarding	Any post holder within the organisation will be expected to undertake safeguarding training appropriate to their role and adhere to safeguarding policies and procedures. All staff must work in accordance with their statutory roles and responsibilities in relation to safeguarding in accordance with the Working Together to Safeguarding Children 2023, The Care Act 2014, and Prevent Duty 2015.