St Joseph's Hospice
Serving East London and the City

Philanthropy & Partnerships Lead

Vacancy Information Pack








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St Joseph's Hospice
Your local hospice
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A Message from Our CEO

Hello,

I'm delighted that you're interested in joining our team at St Joseph's Hospice. Founded in 1905 by the Sisters of Charity, St Joseph's is one of the oldest and largest hospices in the UK. We're proud of our long history and the vital role we play in providing specialist palliative care and support to people in our community who are living with life-limiting illness, all completely free of charge.

Working at St Joseph's means being part of a compassionate and dedicated team who care deeply about making a difference. Every person here plays a vital role in helping us deliver our exceptional care - not just to our patients, but their loved ones too. St Joseph's Hospice is committed to celebrating and being diverse and inclusive and maintaining a culture of equity.

Our Hospice is constantly evolving and adapting to meet the changing needs of our core boroughs, City and Hackney, Tower Hamlets and Newham. Having new people see us through fresh eyes always provides a welcome opportunity to reflect on our work and culture. We'd be thrilled to have you on board, helping us continue the important work we do for the people who need us long into the future.

Warm wishes,

Rachel

Dr Rachel Black,
CEO



Our Mission

Our Mission is to provide compassionate, specialist palliative care to people in the diverse community of East London who are living with life-limiting illness.

We treat each person as unique, encouraging and enabling them to reach their full potential until the end of life.

Our care is provided free of charge to those who need it, irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion and belief, sex and sexual orientation.

We listen to the patient and their family so that we can work together to manage pain and distress whether physical, mental, social or spiritual.

We encourage openness and honesty in communication to create an atmosphere of comfort and safety whether in the Hospice, in the patient's home or in the community.



Our Core Values

Our five Core Values are fundamental to how we live and work at the Hospice. We constantly strive to improve by using our Values for guidance with regard to decision-making, ensuring quality, justice, compassion, advocacy and respect for all in relation to our patients and each other.



Respect for Human Dignity

We respect human dignity when we:

- Respect the sacredness of life
- Care for the whole person
- Demonstrate unity of purpose, while recognising individual differences
- Value each person's contribution
- Act in a culturally appropriate manner

Service/Quality

We provide service when we:

- Create an environment of welcome and hospitality
- Promote quality care and excellence
- Encourage and demonstrate team spirit
- Recognise the value of individual initiatives and ideas
- Show openness to constructive criticism and feedback

Care of the Poor and Vulnerable/Advocacy

We care for the poor and vulnerable when we:

- Listen attentively to identify unmet needs
- Respond in a practical way to those in need
- Collaborate with others to share resources
- Create access to needed services
- Provide basic resources for daily living to those in need

Compassion

We show compassion when we:

- Act with understanding and sensitivity
- Work cooperatively with others
- Are available to those we serve and to each other
- Respect and nurture the environment

Justice

We promote justice when we:

- Act with integrity
- Respect the rights of others
- Take responsibility for our actions
- Preserve resources
- Provide quality without extravagance
- Demonstrate fairness in decision making





Job Description

Job Title: Philanthropy & Partnerships Lead

Reporting to: Head of Fundraising

Working pattern: Mon to Fri

Contract: - 37.5 hrs - Permanent

Annual leave: - 28 days plus Bank Holidays

Salary: Band 7 - £56,293.08

Apply for this role online:

https://www.jobs.nhs.uk/candidate/jobadvert\E0339-26-0012





Job Purpose

The Philanthropy & Partnerships Lead will provide strategic leadership across the Hospice's high-value fundraising team, setting and delivering ambitious targets across major donors, corporate partnerships, and trusts and foundations in line with the Hospice's strategic priorities.

Working closely with the Head of Fundraising and Director of Income & Engagement, you will build and sustain transformational relationships with philanthropists, corporate and grant-making organisations, securing significant income to support St Joseph's Hospice's services, projects and capital needs.

You will lead, develop and inspire a dynamic team, fostering a high-performance culture of excellence, collaboration and continuous improvement.



Key Responsibilities

1. Income Generation

- Responsible for delivering our overall five-year growth strategy across Philanthropy & Partnerships to increase income by 20/31.
- Responsible for delivering corporate partnerships strategy to increase partnerships and double income from this income stream.
- Responsible for delivering major donor strategy to increase major donor pipelines and double income from this income stream.
- Responsible for delivering annual grants income for core activities and capital funding for specified projects.

2. Strategy and Leadership

- Lead the development and implementation of a compelling philanthropy and partnerships strategy, aligned with the Hospice's strategic plan and overall fundraising income targets.
- Set annual and multi-year income targets across major donors, corporate partnerships and trusts and foundations — agreeing the corporate partnerships targets with the Corporate Partnerships Manager — and contributing to the overall fundraising budget.
- Provide visible, values-led leadership to the Philanthropy and Partnerships team, fostering a culture of excellence, collaboration and continuous improvement.
- Act as a senior ambassador for St Joseph's Hospice, representing the Hospice at high-level cultivation events, major donor forums and senior sector leadership gatherings.
- Work with the Head of Fundraising and Director of Income & Engagement to identify emerging opportunities, develop new income streams and respond to changes in the philanthropic landscape.
- Contribute to the wider fundraising leadership team, supporting cross-team working and sharing best practice across all income streams.
- Stay abreast of developments in philanthropy, corporate social responsibility and grant-making, applying sector insight to grow and diversify the Hospice's voluntary income base.

3. Major Donors

- Lead the identification, cultivation, solicitation and stewardship of a personal portfolio of major donors, securing five- and six-figure gifts in support of the Hospice's strategic priorities.
- Work with the Philanthropy Manager and Philanthropy Officer to develop and manage a robust pipeline of major donor prospects, applying a rigorous moves management approach.
- Develop and deliver a compelling major donor programme — including bespoke events, site visits and stewardship communications — that brings donors closer to the work of St Joseph's Hospice.

- Collaborate with the Head of Fundraising, Director of Income and Engagement and clinical teams to engage senior volunteers, Trustees and high-value supporters effectively in the cultivation and stewardship process.
- Develop and oversee a mid-value giving programme to identify, upgrade and pipeline donors with potential for major gift support.

4. Corporate Partnerships

- Set the overarching strategic framework and annual priorities for the Hospice's corporate partnerships programme, working with the Corporate Partnerships Manager who leads operational delivery.
- Develop a compelling suite of corporate fundraising products and propositions — including cause-related marketing, employee fundraising, sponsorship, gifts in kind and charity of the year partnerships — that the Corporate Partnerships Manager and Corporate Fundraiser can deploy across the portfolio.
- Review and sign off the annual corporate stewardship calendar and operational plan developed by the Corporate Partnerships Manager.
- Provide oversight and support for the corporate partnerships pipeline; open doors to high-value prospects through your own networks and relationships at senior level.
- Step in as relationship lead for the most strategically significant corporate partnerships where senior-level engagement is required.
- Work with the Corporate Partnerships Manager to identify corporate contacts with potential for individual major gift support, ensuring joined-up relationship management.
- Oversee the Hospice's gifts-in-kind policy, delegating operational management to the Corporate Partnerships Manager.
- Represent the Hospice at high-level business forums and corporate community events relevant to the Hospice's major partnership priorities.
- Ensure all corporate partnerships are mutually beneficial, values-aligned and compliant with the Hospice's ethical fundraising policy.

5. Trusts and Foundations

- Oversee the Hospice's trusts and foundations programme, ensuring a strong and growing pipeline of research, applications and stewardship activity across the team.
- Maintain and develop relationships with key grant-making trusts and foundations, securing multi-year funding for services, projects and capital needs.
- Review and quality-assure all significant funding applications and reports before submission, ensuring they are compelling, accurate and meet funder requirements.
- Identify and research new funding opportunities from trusts and foundations, matching Hospice priorities to funder interests.
- Work with clinical and operational colleagues to develop strong cases for funding and provide accurate project updates and impact reports to funders.

6. Data, Reporting and Compliance

- Ensure robust pipeline management and income forecasting across all philanthropic income streams, providing regular and accurate reporting to the Head of Fundraising and senior leadership team.
- Maintain and develop effective use of the Hospice's CRM system, ensuring all donor data, prospect records and activity are captured accurately and in line with data protection requirements.
- Produce timely and insightful reports on income performance, prospect pipeline and team activity, including reports for the Board of Trustees as required.
- Ensure all fundraising activity within the team complies with the Fundraising Code of Practice, GDPR, gift aid regulations and all relevant legal requirements.
- Oversee the development and submission of funding reports to trusts, foundations and corporate partners, ensuring all stewardship obligations are met.
- Lead on due diligence processes for all new major donors and corporate partners in accordance with the Hospice's ethical fundraising and safeguarding policies.
- Work with the Finance team to ensure accurate coding, receipting and reconciliation of all philanthropic income.

The post holder may be required to undertake other duties appropriate to the grade and nature of the role, as reasonably requested by their line manager.

Person Specification

Criteria	Essential	Desirable	How Tested
Essential Experience & Knowledge			
Substantial experience of high-value fundraising, with a proven track record of securing significant gifts from major donors, trusts and foundations, and/or corporate partners.	✓		Application Form / Interview
Experience of leading, managing and developing high-performing fundraising teams, including setting objectives, managing performance and supporting professional development.	✓		Application Form / Interview
Experience of developing and implementing fundraising strategies with clear income targets and measurable outcomes, aligned to an organisation's strategic plan.	✓		Application Form / Interview
Strong understanding of major donor fundraising principles, including prospect research, moves management, solicitation and stewardship.	✓		Application Form / Interview
Sound knowledge of trusts and foundations fundraising, including bid writing and grant reporting.	✓		Application Form / Interview
Demonstrable experience of building and maintaining relationships with senior stakeholders, philanthropists, business leaders and grant-making bodies.	✓		Application Form / Interview
Experience of pipeline management, income forecasting and performance reporting.	✓		Application Form / Interview
Knowledge of fundraising regulations and compliance, including the Fundraising Code of Practice, GDPR and gift aid.	✓		Application Form / Interview
Excellent written and verbal communication skills, with the ability to make a compelling case for support to a wide range of audiences.	✓		Application Form / Interview
Desirable Experience & Knowledge			
Experience of fundraising in a health, hospice or social care context.		✓	Application Form / Interview
Experience of working with a CRM system, ideally Raiser's Edge.		✓	Application Form / Interview

Understanding of the funding and philanthropic landscape in East London.		✓	Application Form / Interview
Experience of working with Boards of Trustees and senior volunteers in a fundraising context.		✓	Application Form / Interview
Personal Qualities			
Committed to the values and mission of St Joseph's Hospice: Advocacy, Compassion, Justice, Quality and Respect.	✓		Application Form / Interview
An inspirational leader who motivates, develops and gets the best from others.	✓		Application Form / Interview
Resilient, tenacious and energetic, with a passion for achieving ambitious results.	✓		Application Form / Interview
A skilled and confident relationship builder, comfortable engaging with senior stakeholders including major donors, business leaders and Trustees.	✓		Application Form / Interview
Strategic thinker with the ability to translate vision into clear plans and actions.	✓		Application Form / Interview
Collaborative, with the ability to work effectively across teams and with clinical and operational colleagues to make the case for support.	✓		Application Form / Interview
High personal integrity and an unwavering commitment to ethical fundraising practice.	✓		Application Form / Interview

Department Structure



Employee Benefits

Employee Assistance Programme

The Employee Assistance Programme is a free, confidential helpline giving staff unlimited access to advice, information and support to deal with a variety of personal, domestic or professional issues that may be impacting you at work. The service is available 24/7, 365 days a year.

It helps you in tracking your health, includes fitness programmes, meditation, recipes, breathing exercises and much more.



Freedom to Speak Up

Speak up – we will listen.

In accordance with our values as a Hospice and our duty of candour, our senior team and entire board of trustees are committed to an open and honest culture. We will investigate what you say and you will always have access to the support you need.

Education and Learning

Your training and development is a high priority for us; we want to make sure you are confident and competent in providing the best possible service and playing a vital role in the organisations success.

We provide induction, statutory and mandatory, and on-the-job training. We also support independent study, coaching and mentoring, external training and e-learning, and we have a wide variety of resources available to assist your development.

BHSF Health Cash Plan

BHSF is a health cash plan designed to help you reclaim money towards everyday healthcare costs, such as prescriptions, dental treatment, eye care, and complementary therapies.



Keep Up to Date

You can stay up to date with all our current vacancies and discover how you can make a real difference to the lives of people affected by serious, long-term illness by joining the St Joseph's team.

Visit our website for the latest job opportunities:
www.stjh.org.uk/jobs

Get in Touch

If you have any questions about applying, please contact our Recruitment Team at **Recruitment@stjh.org.uk**

You can also keep up with the latest news and updates from the Hospice on our website and social media channels:

Website: www.stjh.org.uk

Facebook: @StJoHospice

Instagram: @stjohospice

LinkedIn: St Joseph's Hospice

X (Twitter): @StJoHospice

YouTube: St Joseph's Hospice London

Contact Details

St Joseph's Hospice
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Advocacy Compassion Justice Quality Respect
Charity No. 1113125

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