



JOB DESCRIPTION

1	Job Title: Corporate Fundraiser
	Responsible to: Corporate & Community Fundraising Manager
2	<p><u>St Giles Hospice</u></p> <p>St Giles Hospice is a registered charity offering high-quality specialist care free of charge for people living with diseases which may not be curable as well as providing support for their families and carers. Services include a team of community-based St Giles clinical nurse specialists, two state of the art in-patient facilities, Day Hospice, Hospice at Home, Bereavement and Family Support, and an internationally renowned Lymphoedema Clinic. Patients come from across the hospice's catchment area, which ranges from Ashby-de-la Zouch and Atherstone in the east, to Cannock and Walsall in the west – and from Burton and Uttoxeter in the north, to Sutton Coldfield and Coleshill in the south. Care is offered at the hospice's centres in Whittington, Sutton Coldfield, and Walsall in patients' own homes across the region. St Giles spends over £9 million a year providing its specialist services and with little more than a third of this funded by the Government, the registered charity relies heavily on donations and income generation from the local community. We employ more than 400 people across a broad range of roles – from direct patient care to fundraising and administration as well as support from over 1500 volunteers to provide our services.</p> <p>Outline of Post</p> <p>This post has responsibility for driving corporate fundraising through managing a portfolio of corporate supporters. Additionally the post holder is responsible for identifying opportunities for growth through new business approaches. With the intention of building new business relationships to provide growth in voluntary income the post holder will be responsible for all corporate fundraising activities across their portfolio of supporters, providing the best supporter journey and account management to ensure longevity and retention of donors as well as ensuring that St Giles Hospice is the charity of choice for companies within the communities in which we work.</p> <p>St Giles launched its 5 year strategy in April 2017, has just successfully rebranded and is at an exciting point in its development. Fundraising will be key to its success.</p>

3	<p>Job Purpose:</p> <p>The post-holder will support the Corporate & Community Fundraising Manager in the delivery of a sustainable and cost-effective corporate and new business fundraising strategy for St Giles Hospice (SGH). Led by the Corporate & Community Fundraising Manager the post holder will be responsible for financial budgeting, planning and performance for their portfolio of corporate and new business supporters</p> <p>The post holder will build relationships and long term partnerships with corporate supporters across the SGH footprint and beyond, with the aim of stabilising and increasing voluntary income from corporate sources. You will be responsible for monitoring and analysis of trends and opportunities to meet the growth plan set out by the Corporate & Community Fundraising Manager and Director of Fundraising.</p>
4	<p>Job Activities:</p> <p><u>Main Responsibilities</u></p> <ul style="list-style-type: none"> • Recruit, manage and develop corporate supporters and volunteers to achieve agreed targets • Account manage and develop a portfolio of corporate supporters building strong relationships with key contacts and ensuring effective delivery of their fundraising plans • Proactively promote SGH , its projects and activities to garner new business and grow voluntary income from the corporate sector • Build and manage a corporate supporter and volunteer pipeline to achieve income targets • Ensure appropriate reward and recognition plans are delivered • Provide accurate financial reporting on fundraising targets • Take personal responsibility for achieving agreed income, expenditure and other KPIs and targets set by senior management • Identify shortfalls in performance and prepare and implement contingency plans to ensure financial targets are met. • Work with the Events Manager to secure sponsorship income for events and other activities • Work with other SGH staff to maximise on fundraising opportunities. • Cross sell all income generating opportunities including all fundraising activities as well as lottery and retail promotions • Recruit participants and support for SGH fundraising events from corporate employees • Adhere to all reporting requirements, ensuring databases are up to date • Work professionally within the SGH Fundraising Charter to ensure all supporters get the best experience through our supporter journeys • Be responsible and accountable for the management of corporate volunteers within your portfolio • Responsible for financial budgeting, planning and results for your portfolio of corporate accounts • Work closely with Corporate & Community Fundraising Manager and the wider Fundraising team to ensure the corporate fundraising and new business strategy and operational plan is delivered • Ensure all corporate fundraising supporter care journeys and account plans are developed, up to date and sufficient in delivering an experience that meets the SGH Fundraising Charter • Develop a corporate fundraising approach that promotes a proactive approach to fundraising ensuring new support is cultivated and maximises growth in voluntary income

- Carry out risk assessments, feasibility and income/expenditure analysis and planning for each fundraising project
- Attend external fundraising conferences, groups and training where appropriate to ensure sector developments and trends are identified and cross team working in the sector is encouraged.
- Increase SGH's profile in the corporate sector
- Work collaboratively across the organisation to maximise the potential value of organisations and supporters
- Contribute pro-actively to enhanced team work across the Fundraising Team – supporting wider events and activities when required
- Shape and develop your account portfolio to establish a tangible relationship with SGH and its work
- Contribute to the development of the overall regional fundraising strategy to maximise fundraising income, reach and volunteer engagement for SGH
- Represent SGH at relevant networking events across the region
- To contribute pro-actively to enhanced team work within your team – supporting regional events and activities when required
- To contribute pro-actively to enhanced team work across the Fundraising Team – supporting wider events and activities when required

Financial Responsibilities

- Work with the Corporate & Community Fundraising Manager to be accountable for the efficient management of both income and expenditure for your account portfolio
- Ensure profitability of fundraising events and activities to achieve agreed fundraising targets
- Produce financial reports and analysis where appropriate and when requested by senior management

General Fundraising

- Ensure all of your fundraising practices are compliant with IOF, Charity commission, GDPR, and hospice policies and any other compliance bodies that may be appropriate depending on activity
- Follow income generation and wider SGH policies and procedures at all times
- Act professionally and within the St Giles Hospice Fundraising Charter to ensure donors receive a high standard of customer service at all times
- Be responsible for raising awareness of SGH throughout the business community making it the corporate sectors preferred choice
- Monitor and feedback competitor activity within the region
- Ensure all fundraising activities are in line with the mission and values of SGH
- Maintain and develop relationships with supporters and volunteers
- Be proficient on Donorflex in order to analyse data and ensure inputting standards are maintained
- Have an understanding on use of Communications, Marketing, online platforms and Social Media in fundraising and how it supports the wider objectives
- Undertake tours of the hospice for supporters where necessary
- Assist the fundraising team at events and activities where appropriate and necessary
- Support fundraising project and appeals where necessary

	<ul style="list-style-type: none"> • Ensure all fundraising marketing and communications are of a high standard and appropriately signed off as per processes and procedures <p><u>Working Relationships</u></p> <ul style="list-style-type: none"> • Effectively work with a team of fundraisers ensuring efficient communications and promoting cross team working within income generation and across the wider hospice teams • Work closely with other team members to ensure all opportunities for income generation and increase in voluntary income are maximised • Build strong relationships with donors and volunteers to mobilise communities to support the work of SGH • Build strong working relationships with colleagues across the hospice including Marketing, Communications, Lottery, Retail, Community Engagement and Care teams <p><u>General Duties and Responsibilities</u></p> <ul style="list-style-type: none"> • All activity and duties to be undertaken in accordance with St Giles Hospice standard policies and procedures. • To comply with the data protection regulations, ensuring that information on clients, supporters, employees and volunteers remains confidential • To be responsible for personal learning and development, to support the learning and development of others and the whole organisation • To work in a manner that facilitates inclusion • To implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff • To administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines and reporting requirements. 			
e	<p>Terms and Conditions of Employment</p> <p>Scale of Pay: Dependent on experience Tenure: 37.5 hours pw to include some weekend and unsocial hours required. Holiday Entitlement: 27 days plus 8 Bank Holidays (Rising to 35 days with service)</p>			
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