**Job Description**

**Job title: Community and Events Fundraiser**

**Reports to: Head of Fundraising & Communications**

**Hours: 37.5 Hours per week, worked flexibly**

**Salary: £26,247**

**Location: Beaumond House Hospice Care, Newark**

**Beaumond House**

Through the doors of Beaumond House you will find a lively and vibrant space, filled with life and laughter. Our staff, volunteers and patients alike bring hope and happiness together in a ‘home from home'. Patients are at the centre of all that we do. We therefore expect all those who come to join our team (in whatever capacity) to ensure that dignity, safety, and confidentiality of all patients is always respected and that all patients receive the highest possible standard of physical, psychological, and spiritual care.

**Role Purpose**

The overall aim of the Fundraising and Marketing team is to maximise our fundraising potential within Newark & Sherwood. The Events and Community Fundraiser will be responsible for generating income and achieving targets through a variety of fundraising methods and on a needs-led basis.

**Main Duties**

**To assist the Head of Fundraising & Communications in the development of sustainable income through the following:**

* **Lead High-Profile Events:** Take charge of organising, managing, promoting, and marketing high-profile hospice fundraising events.
* **Support Challenge Participants:** Build strong one-on-one relationships with individuals participating in challenge events to maximise their fundraising efforts.
* **Maximise Fundraising Initiatives:** Ensure initiatives reach their full potential to meet budgeted income and expenditure targets.
* **Plan and Implement Events:** Thoroughly research, plan, and execute new and existing events and activities in a timely manner.
* **Maintain Hospice Reputation:** Prioritise the hospice's reputation in all activities, identifying and mitigating physical and financial risks.
* **Collaborate on Publicity:** Work with colleagues to publicise fundraising activities, creating detailed marketing plans for maximum exposure.
* **Prepare Correspondence:** Draft necessary correspondence related to fundraising activities, utilising the fundraising database as needed.
* **Community Support:** Provide guidance and support to community groups and individuals, including materials like posters and tickets.
* **Acknowledge Supporters:** Represent the hospice at events, thank supporters, and establish effective methods of acknowledgment and ongoing communication.
* **Flexible Support:** Assist with fundraising events and activities outside normal working hours, including weekends and bank holidays.
* **Engage with Local Groups:** Seek opportunities to present and give talks to local groups, schools, societies, and special interest groups.
* **Working with Volunteers:** Support, supervise and oversee fundraising volunteers for administrative tasks and at events maintaining a good relationship in order to encourage ongoing volunteer support.
* **Record and Analyse Data:** Maintain accurate records of activities and analyse data to target future fundraising efforts effectively.
* **Efficient Resource Use:** Ensure efficient use of resources to support growth in activity and income, meeting departmental targets.
* **Team Support:** Assist other fundraising team members as needed.
* **Develop Annual Plan:** Collaborate with the Head of Fundraising & Communications to develop the annual fundraising plan.
* **Manage Funds:** Ensure prompt payment and accurate record-keeping of all funds raised.
* **Main Contact for Community Fundraising:** Serve as the primary contact for community fundraising inquiries, providing advice, support, and encouragement.
* **Deliver Donor Journey:** Implement and manage the donor journey for event and campaign participants, ensuring outstanding customer care.
* **Budget Management:** Keep all expenditures within agreed budgets, authorised by the Head of Fundraising & Marketing.
* **Cost-Effective Operations:** Research and negotiate cost-effective options for event operations.
* **Network with Fundraisers:** Connect with other fundraisers locally and within the hospice family to stay aware of trends and best practices.
* **Legal Compliance:** Ensure all activities comply with Charity Commission regulations.
* **Ambassador for Beaumond House:**  Always Represent Beaumond House positively.

**Additional Expectations:**

* **Training:**Attend induction training, annual mandatory training, and any other recommended training sessions.
* **Collaboration:**Work collaboratively and cooperatively with all Beaumond House colleagues.
* **Confidentiality:**Respect and maintain confidentiality in all areas of Beaumond House.
* **Health and Safety:**Comply with the Health and Safety at Work Act.
* **Policies and Procedures:**Adhere to all Beaumond House policies and procedures.
* **Team Participation:**Actively participate in and contribute to team meetings.
* **Professionalism:**Always behave in a professional manner, reflecting and upholding Beaumond House values.

**Skills, Experience and Attributes Required**

* **Proven Track Record:** Demonstrated success in meeting or exceeding targets for sponsorship-based events or community fundraising.
* **Supporter Engagement:** Experience in preparing activities to recruit, engage, inspire, and retain supporters.
* **Public Speaking:** Proficient in making presentations and/or public speaking to diverse audiences.
* **Effective Communication:** Strong communicator with the ability to stimulate and motivate others, coupled with excellent writing skills.
* **Organisational Skills:** Ability to organise oneself, prioritize varied workloads, plan effectively, and meet deadlines.
* **Resilience:** Capable of maintaining high output and quality, demonstrating patience and perseverance when faced with setbacks and challenges.
* **Team Player:** Ability to support colleagues and build strong working relationships at all levels.
* **Independence:** Ability to work unsupervised and take initiative.
* **Motivation and Enthusiasm:** Highly motivated, personable, enthusiastic, and confident, with the ability to forge meaningful relationships and communicate effectively with a broad range of people.
* **Target Driven:** Focused on achieving targets.
* **Driving Requirements:** Must have a full valid driving license and access to a vehicle with valid MOT and insurance (including business insurance).

**What we ask of you**

* **Support Our Vision and Values:** Always act in a manner that upholds the Vision and Values of Beaumond House.
* **Positive and Proactive Approach:** Maintain a positive and proactive attitude in all your endeavours.
* **Confidence and Trustworthiness:** Be confident and trustworthy in your interactions and responsibilities.

**What we can offer you**

* **Generous Holiday**: 5 weeks’ annual leave plus bank holidays, plus the opportunity to buy or sell holiday days.
* **Pension—**We provide a stakeholder pension scheme through NEST, employees pay 5% and employers 3% of total salary, contributing directly to the scheme, as a retirement savings solution with the ability to opt out.
* **Community Impact**: Be part of a much-loved local hospice, making a real difference to people’s lives.
* **Professional Development**: Opportunities to grow and advance your career.
* **A Supportive Culture**: Work alongside a dedicated, passionate team in a positive environment.

**Please note: We reserve the right to close the advert at any time and interview early, therefore we encourage applicants to apply as soon as possible.**

**All roles are subject to receipt of satisfactory references. Roles may be subject to enhanced Disclosure & Barring Service checks.**

**This Job Description is intended as a guide only and is not an exhaustive list of duties. It is subject to periodic review with the post holder.**

**Our Vision** is to achieve ‘Outstanding Hospice Care, enabling our local communities to live well and die well.’

**Our Values** (Guiding Beliefs) are:

PATIENT CENTRED, WE ‘GO THE EXTRA MILE’ - Every life matters and every moment matters - patients and their families and friends are at the centre of everything we do.

VALUE & SUPPORT OUR PEOPLE – All of our people are important and highly valued, and we support and develop them to be at their best.

OPENNESS & HONESTY, CREATING A SAFE ENVIRONMENT - We provide a safe environment in which feelings may be openly expressed and acknowledged with sensitivity and honesty.

COLLABORATION - We provide a unique and special range of services, in collaboration with our partners in the End of Life Together Alliance.

EFFICIENCY, CARING, PROFESSIONAL - We provide good stewardship of our resources and operate in a professional, caring, and efficient way.