

Pendleside Hospice

JOB DESCRIPTION

JOB TITLE: Fundraiser

REPORTS TO: Designated Fundraising Manager

MAIN RESPONSIBILITIES:

- To support and develop the activities of fundraisers in the community
- To facilitate and co-ordinate delegated fundraising events and initiatives
- To assist and support the Fundraising Managers generally

CORE TASKS:

- Work flexibly with the Fundraising Managers, providing assistance and support in specific fundraising events and initiatives and the department generally
- Facilitate and co-ordinate fundraising events and initiatives delegated by the Fundraising Managers, reporting back as necessary
- Provide creative and promotional support for fundraisers in the community to ensure the success of their events and encourage continued engagement with the Hospice (e.g. posters, tickets etc)
- Develop effective working relationships with individual fundraisers in the community, fundraising groups, businesses and the local media
- Deal with incoming enquiries to the fundraising office and take appropriate action
- Represent the Hospice at events, presentations and meetings (NB: this will require a certain amount of out-of-hours work, sometimes at short notice)
- Assist with the physical preparation of fundraising events (NB: this will also require a certain amount of out-of-hours work)
- Handle, distribute and stock control fundraising merchandise (e.g., Christmas cards, badges, emblems, pens etc)
- Take responsibility for the organisation and housekeeping of the fundraising office and related storage areas
- Provide clerical and administrative support to the fundraising department as required
- Attend and contribute to relevant meetings
- Contribute fully to the efficient operation and development of the fundraising department
- Work with management, colleagues, volunteers and relevant trustees to ensure the professional and efficient operation of the Hospice

This document is intended to convey an outline of the post and post-holders responsibilities. It will be reviewed on an annual basis.

PERSON SPECIFICATION

Post title: FUNDRAISER

Pendleside Hospice

Attributes	Essential	Desirable	How assessed
Experience	<ul style="list-style-type: none"> Interest and / or experience in fundraising, marketing or promotions 	<ul style="list-style-type: none"> Event and campaign organisation Experience in website design and maintenance Experience of voluntary or charity sector Working as a volunteer or with volunteers 	<ul style="list-style-type: none"> Application form Interview
Education, Qualifications and Training	<ul style="list-style-type: none"> A good level of general education including GCSE level in English at Grade C or equivalent Full driving licence and use of own car 	<ul style="list-style-type: none"> Qualifications in marketing, PR or media 	<ul style="list-style-type: none"> Application form Interview Licence
Practical and intellectual skills (including any specialist knowledge)	<ul style="list-style-type: none"> Excellent communication skills at all levels Comprehensive IT skills (specifically MS Office package) and good working knowledge of databases and mail merge procedures Effective office administration and organisation skills Ability to see ideas through to fruition 	<ul style="list-style-type: none"> Ability to produce mail-merge documents and reports Desktop publishing skills Interest in graphic design and/or photography Knowledge of local area and businesses 	<ul style="list-style-type: none"> Application form Interview
Disposition / attitude / adjustment	<ul style="list-style-type: none"> Enthusiastic, confident and outgoing Good attention to detail and the ability to work to deadlines Able to work on own initiative and co-operatively as part of a team Able to deal with routine tasks efficiently Smart, professional appearance 	<ul style="list-style-type: none"> Creative and imaginative 	<ul style="list-style-type: none"> Application form Interview
Health and Physical	<ul style="list-style-type: none"> Good health and work attendance record 		<ul style="list-style-type: none"> Interview References
Circumstances	<ul style="list-style-type: none"> Monday to Friday, although flexibility required for weekend and evening commitments Willingness to work additional hours 		<ul style="list-style-type: none"> Interview
Equal Opportunities	<ul style="list-style-type: none"> To have an understanding of, and an ability to, promote and implement equal opportunities 		<ul style="list-style-type: none"> Interview