



Job Description

Job Title:	Partnerships & Fundraising Coordinator
Tenure:	Permanent
Base:	Workington Head Office/Home Working
Responsible to:	Income Generation Team Leader
Responsible for:	No direct reports
Salary:	£26,137
Hours:	37.5 hours per week

JOB SUMMARY:

The role of Partnership Fundraising Coordinator is based within the Marketing and Income Generation (MIG) Team. The overall purpose of the MIG Team is to raise the profile of Hospice at Home West Cumbria (HHWC) and to generate income to support all Hospice activities.

The post holder will play a key role in achieving these objectives through the development and delivery of creative and innovative fundraising activities, and cultivating relationships with organisations, groups and schools. The post holder will develop new opportunities for people to understand our charity, what we can do for them and what they can do for us.

DUTIES AND RESPONSIBILITIES OF THE POST

Key responsibilities of the job:

- Takes the lead on fundraising initiatives including the development of new and imaginative fundraising activities and sponsorship proposals which will attract corporate support and engagement.
- Initiates and develops relationships with key contacts, providing excellent support and stewardship, through face-to-face meetings, site visits, presentations, corporate and networking events and written updates.

- Ongoing research to develop and maintain a pipeline of corporate prospects with clearly defined opportunities to secure new partners.
- Manages existing and actively seeks new platforms for fundraising which will increase and sustain income and the visibility of hospice fundraising within our communities.
- Accurately records and monitors all engagement on the donor database (Donorfy) and ensures it is maintained and up to date in line with the data management processes.
- Carries out all activities in line with Good Practice Guidelines published by the Institute of Fundraising and provides HHWC with information about current developments and good practice relating to fundraising activities.
- Ensures monies raised through campaigns, events and activities is managed safely, with an appropriate audit trail and in line with internal policies and procedures.
- Works with colleagues to ensure engaging materials are produced in line with our organisations branded guidelines and all activity is promoted effectively encouraging maximum coverage across varying media platforms.
- Develops a detailed knowledge of the work of HHWC, undertaking speaking engagements giving talks and presentations in order to develop and inform our supporters and potential supporters.
- Acts as an ambassador for HHWC to raise awareness of the organisation, encourage and generate income, and recruit and inspire potential new supporters.

Personal Development:

- To be committed to personal and professional development and engage in mandatory and statutory training as required.
- To set challenging goals through the appraisal process to ensure the effective delivery of personal objectives.
- To keep updated with current policies and procedures.

General:

- To ensure that personal conduct, ways of working and work activities are always aligned to the Hospice's purpose and values.
- In accordance with the Data Protection Act 2018 and the General Data Protection Regulations, to ensure the maintenance of confidentiality in respect of staff, volunteer and client records and all privileged information relating to the services of the Charity, its patients, staff and volunteers and particularly of the area for which directly responsible.

- To promote and foster the Hospice's reputation and standing within the community and with private, statutory and voluntary sector agencies and organisations.
- To adhere to the Health and Safety policy and report all accidents, incidents or near misses promptly and when requested to co-operate with any investigations undertaken.
- To be aware of obligations and to abide by the spirit and nature of the Equal Opportunities policy to avoid direct and indirect discrimination.
- To undertake any other duties which may be reasonably required.

Person Specification

Partnerships & Fundraising Coordinator

	Qualities Required	Essential (E) Desirable (D)	Method of Assessment
Practical Knowledge and Qualifications	Fundraising/event management qualification <u>OR</u> relevant experience in a customer facing role	E	A/I
	Knowledge of a variety of platforms that can be used to enhance engagement	D	A/I
	Local knowledge of the business community and business networks in West Cumbria	E	A/I/E
Skills and Competencies	Ability to perform simple mathematical calculations manually	E	A
	Ability to devise communications that contain accurate grammar and spelling in different formats for a variety of audiences with exceptional attention to detail	E	A
	Skilled communicator, able to persuade, influence, enthuse and engage others with effective presentation and public speaking skills	E	I/E
	Works well to deadlines and under pressure and an ability to prioritise and use initiative	E	I
	Ability to work independently with minimum supervision, as well as work well with team members	E	A/I
	Ability to build and maintain relationships with individuals and other organisations	E	A/I
	Advanced IT skills and working knowledge of all Office applications	E	A/I
	Strong admin and organisational skills	E	A/I
	Self-motivated with a positive attitude and demonstrable strive to find practical solutions to problems seeing what needs to be done and gets on and does it	E	A/I
	A creative and innovative flair	E	I/E
	Approachable, professional and compassionate	E	I
	Flexible in times of change and support new ways of working	E	I

	Flexible, with a willingness to work occasional weekends and evenings to fulfil the requirement of the post	E	A/I
	Prepared to travel and attend meetings and training as required	E	A
Experience	Experience of working in a fundraising, customer facing role, or sales environment	E	A/I
	Experience of organising activities or events	D	A/I
	Experience of working with volunteers	D	A/I
	Experience of using databases; inputting, managing and manipulating information	D	A/I

A = Application Form

I = Interview

E = Exercise