

## **Job Description**

<b>Job Title:</b>	<b>Trusts and Foundations Community Fundraiser</b>
<b>Hours:</b>	<b>37.5 hours per week</b>
<b>Location:</b>	<b>John Notley Building, St Mary's Hospital, London Rd. Kettering, NN15 7PW - (Hybrid)</b>
<b>Salary:</b>	<b>£26,000 - £28,000 depending on experience</b>
<b>Responsible to:</b>	<b>Head of Fundraising and Marketing</b>

## **JOB PURPOSE AND ROLE:**

Engaging our local community is essential to the success of fundraising at Cransley Hospice Trust. As Trusts and Foundation Community Fundraiser, you will work as part of the Fundraising team delivering engagement activity to maximise income from the local community as well as researching and developing the Trusts and Foundations income pipeline. As a valued member of the team you will work with community groups and associations, faith groups, schools, businesses and individuals across North Northamptonshire, recruiting and engaging them in fundraising activities and offering excellent stewardship and encouragement. With your energy and drive to deliver an excellent supporter experience you will work with the fundraising and marketing teams, in a culture of innovation and collaboration, to meet and deliver the overall fundraising objectives.

## **PRINCIPAL RESPONSIBILITIES AND DUTIES**

- Working with the other Community Fundraisers and the Data and Individual Giving Manager to develop relationships with individuals, community groups and associations, faith groups and schools with a focus on inspiring the development of fundraising ideas and initiatives.
- Research and identify new sources of funding to grow a pipeline of prospective trusts, foundations and institutions.
- Write compelling applications and bespoke funding proposals to secure grants.
- Manage relationships with existing funders in a way that secures multi-year grants.
- Schedule and write reports according to funders' requirements.
- Provide proactive and timely stewardship for fundraisers taking part in third party organised events.
- Work with the marketing team to create campaigns to promote and recruit individual fundraisers for our DIY fundraising offer.
- Organise and coordinate regular volunteer-led collections at public and private sites to maximise collected income from the local community.

- Increase the number of collecting tins placed with local businesses and groups and work with the fundraising team to administrator the distribution and collection of tubs across the local area.
- Coordinate Cransley Hospice Trust's presence at local community events such as fetes and festivals.
- Represent Cransley Hospice Trust externally, speaking to groups with a good level of knowledge about the charity and the services provided for those living with a life-limiting illness using storytelling to inspire and engage our community.
- Work with the marketing team to share stories across our internal and external communication channels of supporter fundraising successes.
- Ensure that data about fundraisers is accurately reflected on the fundraising database in a timely way.
- Working with the fundraising team, generate analysis and produce reports on community fundraising activities.
- Promote awareness and support of Cransley Hospice Trust and act as an ambassador to help build the brand of Cransley Hospice Trust by sharing and delivering a clear and compelling case for support.
- Deliver excellent and consistent supporter care and communications, building long term relationships within the community through personalised supporter journeys and activities.
- Keep up-to-date with current fundraising and marketing legal compliance, fundraising standards of practice, Chartered Institute of Fundraising guidelines, and best practices.

#### **ADDITIONAL INFORMATION**

The post holder is required to work evenings and weekends to meet business need.

This job description sets out the key tasks and responsibilities and is not intended to be comprehensive. It is essential that it is regarded with a degree of flexibility to meet the changing needs of the organisation and general business need.

Cransley Hospice Trust is passionate about high quality hospice and end of life care being available to all. We are committed to raising funds that will support and develop the delivery of these services for our local community of North Northamptonshire.

The role will involve travel around North Northamptonshire therefore you should have a full UK driver's licence and access to a vehicle.

## OUR VALUES

Our values underpin all that we do; how we act, how we behave and how we operate.

TO ACT RESPONSIBLY

TO ACT WITH INTEGRITY

TO ACT FAIRLY

TO ACT ETHICALLY