



Job Description

Job Title	Corporate Fundraiser (Maternity Cover)
Department	Income Generation
Hours of Work	37.5 Full Time (Including some weekend and evening work as required)
Salary	£27,000
Location	Fair Havens (in between sites as required)
Responsible to	Head of Fundraising
Responsible for	N/A
Key Relationships	Donors and supporters Head of Philanthropy Fundraising team, other Havens colleagues and volunteers Marketing team Fundraising peers

Job Purpose

To generate income through the cultivation of corporate and business relationships within the areas that Havens Hospices serve. To maximise opportunities to develop new business across all areas of fundraising. To be responsible for the implementation of effective programmes of engagement and stewardship for corporate and business supporters, maximising income and life time value. To identify any high value net worth donors.

Principle Responsibilities

1. To contribute to the development of strategy, budgets and plans across the department.
2. To develop and expand corporate and business support across Essex, maximizing potential income, longevity of support and engagement with the charity.
3. To ensure all high net worth relationships are well managed, with a donor – centric approach applied at all times, consistently delivering excellent experiences for supporters.
4. To identify and cultivate any individuals with a personal high value potential, working closely with the Philanthropy Manager.
5. To proactively support a culture of collaborative working in the department.
6. To ensure corporate and business supporters are effectively stewarded with personalized donor pathways, effective engagement and touch points and appropriate propositions developed.

7. To ensure a pipeline of corporate and business relationships is developed and regularly maintained and to oversee the development of effective pathways to acquire new support.
8. To directly case-work key relationships as appropriate.
9. To proactively identify and maximise opportunities to develop new business across all areas of fundraising.
10. To represent Havens Hospices at appropriate events and engagements and to build strong relationships within the local corporate and business networks.
11. To build a strong presence and brand for Havens Hospices within the local corporate and business networks.
12. To ensure regular research is conducted to identify potential relationships, ensuring insight from our own database is developed and utilised.
13. To be responsible for ensuring all relationship, cultivation and networking is delivered in accordance with appropriate professional boundaries.
14. To be responsible for ensuring all corporate and business relationship work is delivered in compliance with all legislation and industry best practices.
15. To work with the Data Insights Manager to build clear and effective stewardship pathways for supporters to progress to more committed giving.
16. To proactively stay up to date with sector trends, developments and insights.
17. To ensure fundraising maintains appropriate and up to date record systems in compliance with Data Protection, other relevant legislation and requirements of financial and other systems of audit.
18. To attend both internal and external meetings to represent Fundraising.
19. Participate in appropriate internal and external education programmes to ensure continued professional development in order to implement best practice across the department, as well as ensure legal and ethical fundraising practices are followed.
20. Provide operational support for colleagues in both the team and wider directorate.
21. Ensure compliance with relevant health and safety and other organisational policies and procedures.
22. Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency and security of information as appropriate. Take personal responsibility for all data within own working environment.
23. Such other duties temporarily or on a continued basis, as may be reasonably required commensurate with your grade.

This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement we reserve the right to make reasonable changes to your job description which is commensurate with your grade after consultation with you.

ESSENTIAL	DESIRABLE
<p>EDUCATION AND QUALIFICATIONS</p> <p>To A level or equivalent standard</p>	<p>Fundraising Qualification</p>
<p>KNOWLEDGE AND EXPERIENCE</p> <p>Cultivation and maintaining of high net worth relationships.</p> <p>Experience of acquiring support/engagements and/or donations</p> <p>Pitch writing and delivery.</p> <p>Innovation, creativity and activity or product development.</p> <p>Understanding of detailed budgets and financial reports.</p> <p>Report Writing.</p> <p>Working to operational plans, business plans and strategies.</p> <p>Monitoring progression against objectives and/or KPI's</p> <p>Demonstrable donor-centric approach and experience of delivering this through planning.</p> <p>Campaign development from idea creation to delivery.</p> <p>.</p>	<p>Corporate Partnership Agreements, Due Diligence and Tax implications for charitable giving.</p> <p>Experience of developing detailed income and expenditure budgets.</p> <p>Project management and/or matrix management.</p> <p>Developing and working to operational plans, business plans and strategies.</p>

<p>KEY SKILLS</p> <p>Relationship building Networking Communication, verbal and written Ability to think strategically and contribute effectively to business planning. Good communication skills: oral, written and presentation. Well-developed influencing, facilitating and coaching skills. An understanding of data management and reporting. Able to work within deadlines and hold others to deadlines. Able to work on own initiative and autonomously as needed. Knowledge of Microsoft Office and able to use databases/systems.</p>	<p>Advanced Microsoft package skills. Previous use of Raisers Edge, or equivalent.</p>
<p>PERSONAL QUALITIES</p> <p>Donor-centric and people - centered approach to fundraising. Self-motivated Flexible and adaptable in approach Able to work as part of a team Able to plan and manage busy and competing workloads. Problem solver/Creative thinker Strong communicator and negotiator Attention to detail</p>	<p>Driven by a charitable mission</p>
<p>OTHER</p> <p>Willingness to work outside of contracted hours Committed to safeguarding and promoting the welfare of children, young people and adults at risk. Committed to Health and safety. Committed to equal opportunities and inclusion. Committed to continued professional development. Compliance to Data Protection Act 2018 and GDPR principles/requirements.</p>	<p>Full UK driving license Mental Health first aider</p>