

Job Description

Job Title	Philanthropy Fundraiser
Salary Range	£37,000 pa (pro rata for part time)
Location	St Luke's Hospice, Harrow & Brent & Opportunity to Work from Home / Working from home option available
Reporting to:	Corporate Partnerships Manager

St Luke's Hospice – Caring for Harrow and Brent

St Luke's Hospice cares for people approaching the end of their life in Harrow and Brent. We aim to give the people we care for the best possible quality of life, each and every day. Supporting local people and their families is at the heart of what we do – focusing on what matters the most to them is at the centre of our care.

The care we give is free of charge, available to all, and respects the cultures, religions and beliefs in our richly diverse community. Our care is given with compassion and dignity and involves not just looking after the patient, but also includes supporting the people closest to them.

The NHS funds 40% of the cost of our services, which means the care of 6 out of 10 of our patients is funded by our community making donations, taking part in events, supporting our shops and making in gifts in wills. Our local community is a vital partner in our care, kindly supporting us through their fundraising alongside the dedication of over 800 incredible volunteers who give us their time to support the best possible end of life care for local people.

Job Purpose and Scope

A philanthropist is an individual who makes a donation or gift that will have a significant impact on the work of St Luke's Hospice. An exciting opportunity has arisen to work as a Philanthropy Fundraiser within the St Luke's Hospice Fundraising team. You will generate and maximise income through identifying, and building, key relationships with high net worth individuals, who have an affiliation or personal interest in our charitable cause. You will develop and maintain a portfolio of new and existing philanthropic relationships, providing excellent bespoke stewardship, to meet an annual agreed income target in accordance with our Fundraising Strategy.

What You'll Be Doing...

- Research, identify and secure new major donors by utilising the database and our extended networks to identify those with a likely interest in our cause but who are not yet connected with us.
- Lead on the development and stewardship of current and prospective donors to meet the agreed annual income target for this income stream.
- Identify suitable projects within the organisational plan to build compelling cases for support for new and existing donors.
- Work closely with the Leadership Team and Trustees to build on their networks and mobilise introductions / asks for future support.
- Create and deliver presentations and impact reports that both demonstrate the need for funding and highlight the importance of a donors funding.
- Develop and implement a major donor stewardship programme, including individual donor plans, written communications and reports, face to face meetings and events.
- Take responsibility for ensuring that full records of all contacts are maintained on the database, in accordance with GDPR.
- Acknowledge and recognise major gifts in a timely and appropriate manner

General Duties & Responsibilities

This job specification may be modified in the light of development and changing circumstances, according to the needs of the service, and in consultation with the post holder. The post holder should be prepared to undertake any further duties that arise as the post develops.

Confidentiality

The contractual relationship between the Hospice and its employees is founded on trust. Employees will treat as confidential all information regarding the business of the Hospice, information with regard to and agreements with suppliers, and information gained about other employees and consultants.

Health & Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

Mission and Core Values

All Hospice staff are expected to work in line with St Luke's Mission and Core Values as these precepts act as a value base which directly influences how all work activities are undertaken. The ethos of the Hospice should be apparent in the behaviours and attitudes of all employees as the work they undertake, whether it is direct or indirect, is ultimately for the benefit of patients. The Mission and Core Values are an integral part of all job descriptions, the probationary period and performance and development reviews.

Equal Opportunities

St Luke's Hospice is committed to Equal Opportunities for all present and potential members of staff and patients. Therefore St Luke's Hospice expects all employees and volunteers to understand, support, and apply this policy through their working practices which requires all individuals to be treated with respect, dignity, courtesy, fairness and consideration.

Who We Are Looking For

ATTRIBUTE	ESSENTIAL	DESIRABLE
Education & Qualifications	GCSE (min level C), or equivalent in English and Mathematics / Literacy and Numeracy Level 2	
Knowledge and Experience	<p>Experience of acquiring new funding opportunities.</p> <p>Experience of building and managing effective relationships with high-level individuals.</p> <p>Ability to negotiate with colleagues at all levels and with external stakeholders to achieve desired outcomes.</p> <p>Experience of achieving financial targets and producing budgets and reports.</p> <p>Experience of meeting (and exceeding) financial targets and Key Performance Indicators.</p>	<p>Experience of working in the third sector.</p> <p>Knowledge and understanding of charitable fundraising.</p> <p>Experience of working with a Customer Relationship Management system.</p>
Skills / Personal attributes	<p>Pro-active approach and results driven, with the ability to identify and act on opportunities.</p> <p>Creativity and empathy towards an individual's motivation to give</p> <p>Able to write persuasively and have strong influencing skills.</p> <p>Proven ability to work on own initiative and as part of a wider team.</p> <p>Excellent relationship management skills.</p> <p>Ability to motivate and inspire internal and external stakeholders.</p> <p>Highly organised with great attention to detail and able to prioritise workloads.</p>	<p>Strong numeracy and data confidence</p> <p>Confident communicator and public speaker</p> <p>IT literate with knowledge of Microsoft Office suite</p>
Additional requirements	Sensitivity to the needs of our donors and the work of the hospice.	

	Flexibility and a willingness to work evenings and weekends when needed.	
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