



## Job Description

<b>Job Title</b>	<b>Grade/Salary</b>
Community and Events Fundraising Manager	£29,000-£36,000
<b>Accountable to</b>	<b>Responsible for</b>
Head of Fundraising	Events Fundraisers, Community Fundraisers & Volunteer team

### Job Purpose and Role

At Teesside Hospice, we transform lives. Our mission is to provide exceptional care, compassion, and support for those facing life-limiting illnesses. We are dedicated to making every moment count for patients, families, and our community. To achieve this, we are building a team of passionate, innovative professionals who are ready to make a difference.

The Community and Events Fundraising Team play a vital role in securing donations and building relationships across Teesside, working collaboratively with the wider income generation and hospice teams. You will lead the team in creating and delivering exciting activity, campaigns and events designed for the communities we serve to engage and inspire new supporters and maximise fundraising opportunities in order to raise awareness and generate sustainable income to support Teesside Hospice services.

### Main Duties and key result areas

General duties	<ul style="list-style-type: none"><li>• Create, develop and implement a business plan for Community and Events fundraising in line with Teesside Hospice's strategic goals.</li><li>• Motivate, coach and lead the community and events fundraising staff and volunteers delegating effectively and providing ongoing support and development for the team.</li><li>• Manage the Community and Events income and expenditure budgets contributing to monthly forecasting and the creation of an annual budget.</li><li>• Ensure all events and activity in the team are delivered with best possible ROI and ensure efficient use of resources.</li><li>• Set and track fundraising targets and KPIs, monitoring progress and reporting results regularly.</li><li>• Work closely with the team to identify and secure sponsorships and partnerships to support fundraising activities.</li></ul>
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	<ul style="list-style-type: none"> <li>• Develop and implement innovative fundraising ideas and initiatives looking externally and internally to identify trends in order to grow income and attract new supporters.</li> <li>• Build and maintain strong relationships with new and existing supporter networks and key stakeholders externally.</li> <li>• Build and maintain strong relationships with internal stakeholder groups including volunteer networks, retail shops and service teams.</li> <li>• Raise awareness of Teesside Hospice services, mission and strategic goals within the community.</li> <li>• Oversee the planning, execution and evaluation of community and events activity.</li> <li>• Collaborate with the marketing team to drive effective fundraising event and activity promotion.</li> <li>• Deliver a positive supporter experience through effective use of the CRM database and communications.</li> <li>• Ensure strict adherence to all fundraising regulations and data protection laws.</li> <li>• Implement robust risk management practices to identify and manage any potential risks.</li> <li>• Act as an ambassador for Teesside Hospice representing the charity externally.</li> </ul>
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#### Delivering to our Values

<i>Accountable</i>	<i>Trustworthy</i>
<ul style="list-style-type: none"> <li>• Able to justify actions or decisions</li> <li>• Takes personal responsibility for their actions</li> <li>• Able to describe the impact of their work in a way others understand</li> <li>• Welcomes feedback as an opportunity to grow and develop</li> </ul>	<ul style="list-style-type: none"> <li>• Working collaboratively with beneficiaries, colleagues, partners and supporters</li> <li>• Being authentic and transparent</li> <li>• Trusted to respond to needs and deliver what is expected of us</li> <li>• Projecting a professional image that engenders trust</li> </ul>
<i>Principled</i>	<i>Skilled</i>
<ul style="list-style-type: none"> <li>• To adhere to professional and clinical standards</li> <li>• Maintain appropriate boundaries and relationships which are built on trust and honesty</li> <li>• Avoid and speak out against any actions, or behaviours, that conflict with our values or could cause harm to any stakeholders</li> <li>• Demonstrate strong moral principles which embody Teesside Hospice's vision and bring our values to life</li> <li>• Do the right thing even in difficult situations, and always endeavour to work effectively and efficiently to maximise results and service</li> </ul>	<ul style="list-style-type: none"> <li>• Having and showing the knowledge, ability or training to work well</li> <li>• Seeking opportunities to learn from a wide range of sources</li> <li>• Contributing to the provision of excellent, safe and effective care no matter what your role is in the organisation</li> <li>• Ensuring that the treatment, support and services we offer are effective</li> </ul>
<i>Compassionate</i>	
<ul style="list-style-type: none"> <li>• <i>Feeling or showing kindness and concern for others</i></li> <li>• <i>Able to empathise with people who dealing with a terminal illness</i></li> <li>• <i>Being kind in use of language and behaviour</i></li> <li>• <i>Caring for others who need our support and help</i></li> </ul>	

All employees are expected to:

- Live the Hospice's values so that the highest standards of patient and customer care can be achieved.
- Be committed to diversity and inclusion of all, promote and improve service standards, so that excellence in all that we do is pursued through continuous improvement.
- Contribute to development of and strive to meet departmental, team and individual targets
- Participate in the staff appraisal and development scheme, one to one performance discussions and attend identified training to ensure continuous learning and improvement
- Comply fully with the Code of Conduct, health and safety requirements, legislation, regulations, policies and procedures
- Attend meetings or provide services outside of the usual working hours where reasonably requested to do so
- Have an overall understanding of the risks and implications associated with the requirements of the role and takes appropriate action to mitigate any potential consequences.
- Embrace digital ways of working to help improve efficiency and save costs to the Charity.
- Respect privacy and dignity at all times.

The duties outlined in within this document are not exhaustive and other duties may be expected in line with the level of the role at the discretion of the department Director. Teesside Hospice reserves the right to amend the job description at any time.

I have read and understand the duties required for the role.

Signed ..... Date .....

Print name .....



## Person Specification

Attribute	Detail	Essential or Desirable
Skills & Abilities	Proven ability to lead, motivate and develop a team of staff and volunteers	E
	Strategic and analytical thinking skills to develop and implement business plans	E
	Demonstrated expertise in planning, executing and evaluating successful fundraising events and campaigns	E
	Ability to manage income and expenditure budgets ensuring best ROI	E
	Excellent written and verbal communication skills and ability to build relationships	E
	Strong organisation skills	E
	Competent use of CRM databases and IT tools such as Microsoft, Canva and social media platforms	E
Knowledge & Experience	Track record in Community and Events fundraising	E
	Knowledge of marketing strategies to promote events and activity effectively	E
	Understanding of fundraising regulations, data protection laws and risk management practices	E
	Experience in engaging diverse community groups	E
	Awareness of current trends and best practices in fundraising and event management	D
Education & Qualifications	Relevant experience within Fundraising	D
Personal Attributes/ Key skills	Strong alignment with the values and mission of Teesside Hospice	E
	A proactive approach to developing fresh, creative and innovative ideas	E
	Ability to adapt in a fast paced environment with a positive attitude	E
	Empathetic and understanding of challenges faced by those affected by life limiting illnesses	E
	Willingness to work flexible hours including evenings and weekends as required	E
Other	Ability to independently travel across area covered	E

Awareness of Health and Safety practices relevant to fundraising activity and events

E