



Job Description – Events Fundraiser

Reports to: Events Manager

Responsible for: Department volunteers

Location: Hardwick Lane, Bury St Edmunds, Suffolk, IP33 2QY

Job Purpose:

The Events Fundraiser will be required to develop, manage and promote fundraising events whilst working to achieve monthly fundraising income. The post holder will be required to work across all aspects of events and challenge fundraising, working with individual fundraisers as well as organising large mass participation events.

Key Responsibilities or Duties:

1. Plan, support and deliver events and activities organised directly by the organisation (including overseeing volunteers) and encourage participation in events organised externally.
2. Meet agreed income and productivity budgets/targets through successful management of activities.
3. Contribute to the development of income and expenditure plans for the Fundraising Team, and to monitor and report regularly on individual events budgets and income forecasts and variances.
4. Act as first point of contact for all third party event fundraisers and to offer support where needed.
5. Maximise publicity on all fundraising activity within the local area, using internal departments and external media partners.
6. Develop relationships with external partners and networks and ensure that any new networks are identified to maximise fundraising opportunities, including proactively approaching groups and associations to fundraise for the charity and support them with their fundraising activity.
7. Support and maximise all third party led event and challenge fundraising initiatives.
8. Ensure the meticulous recording of all data relating to events fundraising on Donor flex and filing systems (including personal data and financial information).
9. Proactively approach past third party fundraisers to encourage repeat fundraising.

10. Provide effective customer care, for both participants and events partners/supporters at sponsored or challenge events (i.e. Marathons) – by letter, email, phone and face to face including development of supporter packs.
11. Take responsibility for sending out information packs on time as requested.
12. Deliver talks and presentations to local community groups and organisations and represent the Charity at functions when required.
13. Responsible for the administration, registration, recruitment and standard procedures for events.
14. Carry out research i.e. using the internet and telephone.
15. Help with any other activities deemed suitable.

Special features of the job

The postholder will be required to work outside normal working hours, including evenings and weekends throughout the year at various events.

It is a requirement of the postholder to be present occasionally alone in charge or in assistance at out-of-hours functions. Such attendance to be agreed with the Community Fundraising Manager who will allow time off in lieu to be taken as appropriate.

Personal development (all staff)

- All staff and volunteers in the Hospice are encouraged to contribute to identifying and meeting their own job-related development needs. This will be achieved through a variety of processes including regular 1-2-1's with Line Managers or senior colleagues, annual appraisal and development reviews.
- All employees are subject to an annual appraisal and to maximise the benefit from this process the employee must engage fully in the review and agree with their Line Manager organisational, team and personal objectives.
- Each employee must co-operate and attend all appropriate mandatory and statutory training as required by the organisation and /or their professional bodies.

Health and safety (all staff)

- All staff have responsibilities to ensure that our working environment continues to be a safe, secure, healthy and fulfilling place to work.
- Employees of St Nicholas Hospice Care are required to work in line with the Health and Safety Policy to ensure not only their own health and safety, but that of others too.

General (all staff)

- At the heart of our strategic vision, our “One Team” approach aims to support creative and flexible responses from every member of our workforce in order to benefit each and every person using our services, from clinical care, retail, fundraising, education and the support services. There is an expectation for everyone to support colleagues beyond their own team.

- Ensure that all within the team have a grasp of the Hospice's structure, values and purpose and have opportunities for involvement in its further development.
- 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.
- Promote and foster the Hospice's reputation and standing within the community and with private, statutory and voluntary sector agencies and organisations.
- Undertake any other duties which may be reasonably required.
- The philosophy of the Hospice is based on a multi-skilled, cross-departmental approach. Staff regardless of grade or discipline, are required to participate in this concept. The role of volunteers is integral with the work of St Nicholas and paid staff are required to underpin this in their attitude and actions.
- All staff must be sympathetic to and able to project the philosophy and concept of hospice care.
- The Hospice has in place provision for staff support. Staff are expected to exercise responsibility in accessing and providing whatever forms of support might be appropriate for them to ensure that they are able to offer the professional care for which they are employed.
- This Job Description may change and the duties listed are not exhaustive, but such change will only be made following consultation between the (relevant) "Manager" and the post holder.

References:

Recruitment Policy
Education and Training Policy
Disciplinary Policy
Health and Safety Policy

Job Description dated: January 2013