

**JOB DESCRIPTION**

<b>Post Title:</b>		<b>Fundraiser (Trusts and Foundations)</b>	
<b>Department:</b>		Fundraising & Marketing	
<b>Full/Part Time:</b>	<b>Part Time</b>	<b>Hours of Work:</b>	21 hours per week
<b>Work location</b>		Nightingale House and Hammerson House	
<b>Salary</b>			
<b>Post holder Reports to:</b>		Head of Fundraising & Marketing	
<b>Post holder Supervises:</b>		No-one	
<p><b>Purpose of the Job</b></p> <ul style="list-style-type: none"> <li>• To achieve fundraising targets each month</li> <li>• Develop good working relationships with past lapsed supporters and new supporters</li> </ul>			
<p><b>Equal Opportunities</b></p> <p>Nightingale Hammerson is committed to embracing diversity both in delivering its services and in the employment of people and expects all staff to understand and promote this in all aspects of their work.</p>			
<p><b>Health and Safety</b></p> <p>All staff are expected to take responsibility for their own health and safety, insofar as they can themselves, and to exercise reasonable care and caution in the execution of their duties.</p>			
<p><b>Nightingale Hammerson Values</b></p> <p>We expect all staff to display and uphold our core values which are:</p> <ul style="list-style-type: none"> <li>• Compassion</li> <li>• Excellence</li> <li>• Integrity</li> <li>• Respect</li> <li>• Dignity</li> <li>• Teamwork</li> </ul> <p>More information on our Mission and Values can be found on our website</p>			

## **Duties and Responsibilities**

### **Fundraising**

- Implement the annual fundraising strategy and grow income of charity
- Canvass and steward personal portfolio of trusts and foundations
- Facilitate the movement of donors to become Major Donors & Patrons
- Cultivate donor relationships proactively with lapsed £1,000+ trusts and foundations
- Research new potential supporters, including background profile research online and from database – and manage suitable approach
- Identify trends to ensure all donors are managed by an appropriate revenue stream
- Write proposals and reports for trusts and foundations; including case studies, budgets, quotes and photographs

### **Events**

- Ensure key trustees and invitees are invited to Nightingale Hammerson events
- Assist with hosting and administration at key major donor events
- Attend some Major Donor committee meetings and take notes where appropriate

### **Donation Processing**

- Record all actions and documents on Raisers Edge database
- Produce personalised acknowledgment emails, letters, invoices & receipts
- Monitor donors' payments and ensure monies are correctly allocated

### **Fundraising Database: Raisers Edge**

- Produce monthly fundraising reports for trusts and foundations campaign
- Prepare data for direct mail campaigns and email mailings
- Maintain current and historic donor correspondence and activity records

### **Communication**

- Present Nightingale Hammerson's activities to prospective supporters, conduct tours of Hammerson House and Nightingale House and represent Nightingale Hammerson at external meetings.
- Build relationships with Trustees to be an effective link between them and key partnerships and donors.

### **Any Other Duties**

- As a member of the Fundraising & Marketing Team, provide support where needed.  
For example: at large-scale fundraising events
- Ensure efficient use of resources to maximise net income
- Attend evening and weekend events to represent Nightingale Hammerson as required
- To work with all departments across the organisation and residents
- To deal with telephone enquiries and emails effectively

## PERSON SPECIFICATION

The requirements listed below are considered to be either essential to successfully undertake the duties and responsibilities of the post or are considered desirable.

	<b>Essential or Desirable</b>
1. Experience of partnership working with funders and external organisations.	Essential
2. Experience of strategic development and change management working collaboratively with colleagues and Boards.	Desirable
3. Experience of working within a fundraising team.	Desirable
<b>Knowledge</b>	
1. Knowledge and understanding of the UK grant making and funding landscape coupled with experience of developing and maintaining relationships with funders and writing successful funding applications and monitoring reports.	Essential
2. An understanding of the UK policy environment as it relates to social care.	Desirable
<b>Skills</b>	
1. Highly motivated self-starter with the ability to manage multiple workloads.	Essential
2. Excellent written and verbal communication and interpersonal skills: a fluent writing style and the ability to communicate effectively and persuasively to a wide range of media and audiences.	Essential
3. Creative thinker with the ability to support Nightingale Hammerson's commitment to think differently about its ability to deliver the highest quality care for residents.	Essential
4. Able to prioritise and organise own workload	Essential
5. Good numerical skills and ability to manage and prepare Financial information	Essential
6. Ability to represent Nightingale Hammerson as a confident and creditable ambassador	Essential
7. Excellent IT skills including Microsoft Office applications, Raisers Edge and relevant fundraising and marketing IT platforms	Essential
8. Knowledge of relevant fundraising legislation including GDPR	Essential
9. Ability to work variable hours in order to meet the needs of the service	Essential

