

JOB DESCRIPTION

Post Title:		Fundraising & Development Executive	
Department:		Fundraising & Marketing	
Location:		Hampstead (N2) / Balham (SW12)	
Full/Part Time:	Permanent Full Time	Hours of Work:	37.5 per week
Post holder Reports to:		Head of Fundraising & Marketing	
<p>Main purpose of job This role is focussed on raising funds from high level donors, building relationships and developing networking opportunities. You will work closely with colleagues within the Fundraising & Marketing team to ensure fundraising targets are met each year through personal donations, income from Trusts & Foundations and Legacy Giving.</p> <p>Equal Opportunities: 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>Health and Safety: All staff are expected to take responsibility for their own health and safety, in so far as they can themselves, and to exercise reasonable care and caution in the execution of their duties.</p> <p>Nightingale Hammerson Values: We expect all staff to display and uphold our core values which are:</p> <ul style="list-style-type: none"> ▪ Compassion ▪ Respect ▪ Excellence ▪ Dignity ▪ Integrity ▪ Teamwork <p>More information on our Mission and Values can be found on our website.</p>			
<p>Main duties specific to this role</p> <p>Fundraising</p> <ul style="list-style-type: none"> ▪ Canvass and steward personal portfolio of donors. ▪ Implement the annual fundraising strategy and grow income of charity. ▪ Facilitate the movement of donors to become Major Donors & Patrons. ▪ Cultivate donor relationships proactively with existing £1,000+ donors. ▪ Manage Trusts & Foundations fundraising with existing supporters and potential new ones. 			

- Write proposals and reports for key donors as and when required.
- Ensure donors receive personalised receipts and 'donor invoices' on time.
- Process all Legacy donations and renew Legacy campaign annually.
- Use of Raisers Edge database: Ensure donor records within personal portfolio are up to date and all actions and correspondence are recorded.
- Research new donors (background profile research online and from database) and manage suitable approach.
- Identify trends to ensure all donors are managed by an appropriate revenue stream.

Events

- Liaise with committee members or table hosts for key events throughout the year to recruit Major Donors, Patrons and Trustees to attend key events.
- Attend some committee meetings and take notes where appropriate.

General

- Achieve fundraising targets each month
- Support Head of Fundraising & Marketing
- Work with all departments across the organisation and residents
- Work closely with key Trustees and volunteers as and when required
- Deal with telephone and email enquiries effectively
- Evening and weekend work when required

Other

- Promote positive working relationships in line with Nightingale Hammerson's values with colleagues, residents, volunteers, relatives and visitors.
- Ensure that all activities meet the requirements of the Charity Commission, the Institute of Fundraising's code of conduct, General Data Protection Regulations (GDPR) and other relevant statutory obligations together with best practice and in accordance with Nightingale Hammerson's internal compliance policies.
- Ability to work at both Nightingale House and Hammerson House.

Note: The responsibilities of this role will normally include all duties described in this Job Description and any additional or different duties, which the Employer may require from time to time.

It should be noted that the post can include occasional out of hours working as required operationally.

PERSON SPECIFICATION
Fundraising & Development Executive

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

Qualification

1. Member of the Institute of Fundraising **Desirable**

Experience and Knowledge

2. Experience of income generation in either fundraising or in sales/marketing **Essential**
3. A sound knowledge and understanding of individual giving and legacy fundraising including the development of donor journeys **Desirable**
4. Experience of developing and implementing a successful individual giving strategy or delivering income growth **Essential**
5. Experience of providing, developing, and managing budgets, providing financial reports and reaching targets **Essential**
6. Knowledge of fundraising regulatory environment including General Data Protection Regulations, Gift Aid and fundraising codes of practice and regulation **Desirable**
7. Competent with fundraising/CRM databases, and management and analysis of data **Essential**
8. Experience of Raisers Edge **Desirable**
9. Ability to lead & inspire others to deliver against targets & objectives **Essential**
10. Ability to work across teams and departments in a collaborative manner and to proactively engage colleagues on projects and initiatives **Essential**
11. Excellent written & verbal communication & interpersonal skills: a fluent writing style & the ability to communicate effectively & persuasively to a wide range of media & audiences **Essential**
12. A keen eye for detail and to ensure high standards whilst working under pressure **Essential**
13. Excellent time management and organisation skills with the ability to manage multiple tasks simultaneously and to work to deadlines **Essential**
14. The ability to be a proactive self-starter and to use initiative to resolve problems and create solutions to improve results **Essential**
15. Excellent IT skills, including Databases (ideally Raisers Edge) MS Word, Excel, Outlook and PowerPoint **Essential**
16. Empathy with the missions and values of Nightingale Hammerson **Essential**