

JOB DESCRIPTION

Post Title:		Fundraising Manager	
Department:		Fundraising & Marketing	
Location: (Flexible)		Hampstead (N2) / Balham (SW12) / Remotely	
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: The focus of this fundraising role is to grow our well established Individual Giving, Legacy and Trust programme. You will secure donations from high-level donors, build relationships and develop networking opportunities with key donors. You will work closely with colleagues within the Fundraising & Marketing team to achieve fundraising targets each year.</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>Key Responsibilities:</p> <p>Fundraising</p> <ul style="list-style-type: none"> ▪ Implement the annual fundraising strategy and grow income of charity ▪ Raise funds from existing and new donors ▪ 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.

Database Management

- Manage the Database Officer to ensure the fundraising database; Raiser's Edge is used to its maximum potential.
- 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.
- Track and report on income on a monthly basis

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
- Occasional 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.

Essential Key Skills

Relevant Experience

- A relevant degree or equivalent in Business/English/Marketing
- Experience of income generation in either fundraising or sales
- A sound knowledge and understanding of individual giving including stewardship
- Experience of developing and implementing a successful individual giving strategy or delivering income growth
- Experience of managing budgets, providing financial reports and reaching targets
- Experience with Raisersedge or a similar CRM database is preferred

General

- Good communicator with excellent command of written English with copy accuracy
- Understanding of Microsoft Office (Excel, PowerPoint, Word) and computer literate
- Good administrative skills - organised, efficient and creative
- Excellent attention to detail
- Self-motivated and highly organised with a flexible approach to tasks
- Approachable, friendly with excellent listening skills
- Confidence to deal with people at all levels
- Able to manage multiple projects and produce quality work to tight deadlines
- Desire to learn and develop
- The ability to work well under pressure and in a busy environment, as well as the ability to communicate cross departmentally
- Understanding of GDPR regulations