

JOB DESCRIPTION

Job Title:	Corporate Fundraising Coordinator
Department:	Fundraising
Reports to:	Fundraising Relationship Manager - Corporate
Location:	Letchworth Garden City
Hours:	37.5 hours per week

Job Summary

We are seeking a motivated Corporate Fundraising Coordinator to join our fundraising team. This role is crucial in driving the charity's corporate fundraising efforts, building and maintaining relationships with corporate partners, and securing essential funding for our services. The Corporate Fundraising Coordinator will work closely with both internal teams and external partners to ensure fundraising targets are met while promoting the mission of Garden House Hospice Care.

Main Duties & Responsibilities:

- Develop and maintain ongoing relationships with corporate sponsors and partners, ensuring they are engaged and receive regular updates on the impact of their support.
- Identify, approach, and build strong relationships with potential corporate partners to secure financial support, in-kind donations, and sponsorships.
- Support corporate fundraising campaigns and activities, engaging local businesses and organisations in supporting the charity's initiatives. Including targeted appeals, most notably our Winter Appeal and Big Give Matched Funding Christmas campaign.
- Representing the Hospice at events when required. Including attending corporate events, such as charity galas, golf days, and networking functions, ensuring they run smoothly and work towards building relationships to achieve fundraising goals.
- A core focus will be promoting and maximising fundraising potential for the Hospice's own networking event 'Connect' and Team Building service for local businesses, attending and supporting these events and cultivating relationships.
- Maintain accurate records of corporate donations, partner activities, and communications on the charity's CRM system, Donorflex.
- Attending regular fundraising team meetings and actively contributing to the development of new fundraising ideas.
- Undertaking other projects, administrative tasks, and general duties as requested by the Fundraising Leadership Team.

Qualifications and Skills:

- Ideally experience in corporate fundraising, or general business development, or sales
- Great communication and relationship-building skills with the ability to engage and influence stakeholders.
- Excellent written and verbal communication
- Organised individual with good project management skills and the ability to handle multiple tasks simultaneously.
- Proficient in using Microsoft Office Suite.
- A proactive and collaborative mindset.
- Experience of using a CRM system in a previous role.

Confidentiality

The contractual relationship between the Hospice and its employees is founded on trust. Employees will treat as confidential all information regarding the business of the Hospice, information with regard to and agreements with suppliers, and information gained about other employees and consultants.

General

This job description is not an exhaustive list of duties but it is intended to give a general identification of the range of work undertaken and will vary in detail in the light of changing demands and priorities within the Department. Substantive changes in the range of work undertaken will be carried out in consultation with the job holder.

Health and Safety

- Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.
- Ensure familiarity with procedures for dealing with incidents such as accidents or fire
- Attend fire lectures annually and take part in maintaining fire safety within the building
- To ensure that all events are appropriately risk assessed for the safety of participants, staff, volunteers and the general public
- Ensure risk assessments are completed efficiently for all activities related to this role.

Purpose and core values

All Hospice staff are expected to work in line with Garden House Hospice Care Purpose and Core Values as these act as a value base which directly influences how all work activities are undertaken. The ethos of the Hospice should be apparent in the behaviours and attitudes of all employees as the work they undertake, whether it is direct or indirect care, is ultimately for the benefit of patients. The Purpose and Core Values are an integral part of all job descriptions, recruitment, the probationary period and performance and development reviews.

Caring and compassion

We will care with compassion, communicate with honesty and sensitivity, facilitate understanding and choice and ensure both respect and dignity.

Accountability

We will dedicate ourselves to safeguard and support our patients, their families, our volunteers and our staff by working to the highest professional and ethical standards.

Respect

We will respect all regardless of their ability, age, gender, race or sexual orientation and we will not tolerate prejudice of any kind.

Excellence

We will remain committed to continual learning and development to ensure we deliver excellence in all that we do.

General duties

- To always comply with the requirements of the Health & Safety regulations under the Health & Safety at Work Act (1974) and to take responsibility for the health and safety and welfare of others in the working environment ensuring that agreed safety procedures are carried out to maintain a safe environment.
- To always comply with the Hospice Information security policy. Also, to respect confidentiality of information about staff, patients and health service business and in particular the confidentiality of electronically stored personal data in line with the Data Protection Act.
- It is the responsibility of all Hospice employees to fully comply with the safeguarding policies and procedures of the Hospice. As a Garden House Hospice Care employee, you must ensure that you understand your role in protecting adults and children that may be at risk of abuse. Individuals must ensure compliance with their safeguarding training.
- The Hospice is committed to a policy of equal opportunities. A copy of our policy is available from the Human Resources department.
- The Hospice operates a no-smoking policy.
- The role description gives a general outline of the duties of the post and is not intended to be an inflexible or finite list of tasks. It may be varied, from time to time, after consultation with the post holder.
- All appointments are subject to pre-employment health screening.
- It is the responsibility of all employees to ensure that they comply with the Hospice Infection control practises, as outlined in the Health Act 2008 and staff must be familiar with the policies in the Organisation's infection control manual, this includes Infection Prevention and Control Adult Hospice Policies and Safe Practice Guidance.
- All staff are required to implement infection control policies and practices, including hand hygiene, waste disposal, staff uniform and occupational health responsibilities, as detailed in the Hospice Policies.
- It is the responsibility of all staff to ensure that they have evidence of annual/or otherwise infection control training as appropriate.

NB. The role description is a reflection of the current position and may change emphasis or detail in the light of subsequent developments, in consultation with the post holder.

"team" refers to all members of staff including volunteers

Garden House Hospice Care is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> GCSEs in Maths and English and Business
Experience & Knowledge	<ul style="list-style-type: none"> Using Microsoft Office Suite Experience of working with a CRM data base 	<ul style="list-style-type: none"> Fundraising in charity environment, Sales Business, sales, admin, work experience in a team environment Experience presenting
Skills & Abilities	<ul style="list-style-type: none"> Strong team player with the ability to work independently and prioritise effectively in a fast-paced environment Excellent interpersonal and communication skills Confident to meet and talk to people 	

Shortlisting for all positions will be undertaken on the basis of applicants meeting the requirements listed above. Please note that in order to be offered an interview, the applicant must meet all the essential requirements for the post.