

RAINBOWS HOSPICE FOR CHILDREN AND YOUNG PEOPLE JOB DESCRIPTION

Job Title: Corporate Partnership Fundraiser

Responsible to: Head of Organisational Giving

Accountable to: Director of Supporter Relations

Job Summary

The postholder will be responsible for securing new and managing existing corporate partnerships in order to generate income.

Key Responsibilities

- To develop and maintain a strong portfolio of current and potential prospects; building and managing effective relationships in order to maximise corporate support
- Provide excellent account management, designing and delivering bespoke communications and organisation of cultivation events
- Together with the Head of Organisational Giving and the fundraising team, to grow and develop the Business Club
- To actively network to build relationships with the business community
- To research potential corporate supporters and plan and deliver approaches to them
- To develop and maintain an understanding of the corporate landscape in the region and target potential partner organisations
- To maintain and develop knowledge of the corporate sector ensuring all fundraising opportunities are maximised
- To develop high quality proposals and presentations to target companies
- To work collaboratively with colleagues across the wider team to ensure income is maximised
- To work with other team members including the Marketing and Communications team to ensure a co-ordinated approach to marketing and the production of relevant materials

- To contribute corporate information, articles etc for newsletters, social media & blogs
- To work with the Head of Organisational Giving and the Marketing Department in the production of the Corporate Newsletter and other targeted corporate communications
- To build collaborative relationships with colleagues from across the organisation in support of fundraising initiatives to maximise income as well as supporting Rainbows other strategic aims
- To work with recognised organisations and networks including Together for Short Lives and Help the Hospices, to ensure Rainbows is represented at relevant meetings with regard to any national corporate fundraising opportunities
- Implement all related administration, recording of income, banking, thanking and reporting for donations received, producing monthly activity and income reports, updating the database with key contacts and information.
- To participate where appropriate, as a team member at centrally organised events, eg Open Day

Data Compliance and Confidentiality

- In line with national legislation, and Rainbows policies, must process all personal data fairly and lawfully, for the specific purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies
- To comply with all Rainbows policies and procedures on Data Protection, Confidentiality and Information Security.

Behaviours and Values

- To promote, uphold and demonstrate the Rainbows values of WE CARE
- To work actively and positively as part of the wider hospice team, demonstrating a desire and ability to build relationships with colleagues across all teams
- To be able to manage time and projects effectively and efficiently and respond to shifting priorities and workloads with ease.
- To be proactive in seeking out support and finding new ways to encourage supporters to participate in our activities.
- To act always in a professional manner, respecting the needs of colleagues and co-workers, working collaboratively to ensure a harmonious work environment and following our code of conduct at all times.

Safeguarding Children and Vulnerable Adults

- To comply with Hospice and Leicester City LSCB Policy, Procedures and Practice
- To follow hospice policy regarding the management of safeguarding concerns.
- To access mandatory safeguarding training and demonstrate competence at the required level.

Equality, Diversity and Rights

Rainbows Hospice for Children and Young People is committed to improving the quality of its services to all people, irrespective of race/ethnicity, disability, gender, religion or belief, age or sexual orientation. Our objective is to deliver high quality services that are accessible, responsive, and appropriate to meet the diverse needs of different groups and individuals. As such, we will continue to take action to ensure that staff and volunteers employed by Rainbows Hospice are culturally aware and treat every person with dignity, respect and fairness, in a way that is sensitively responsive to differences and similarities. Unlawful discrimination and other forms of exclusion have no place within Rainbows Hospice.

Responsibilities;

- To support equality, diversity and rights of all including children, young people and their families, staff and volunteers.
- To actively promote the consultation of children/young people and families and their involvement and participation in decision making.
- To work to the Hospice Equality and Diversity Policy.

Health and Safety

- To carry out duties placed on employees by the Health and Safety at Work Act 1974.
- To comply with Health and Safety Policy.
- To take reasonable care for the Health and Safety of themselves and others whom may be affected by their acts or omissions at work.
- To co-operate with their employer as far as is necessary to meet the requirements of the legislation.

- To not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in the pursuance of any of the relevant statutory provisions.
- To be aware of and adhere to current policies regarding infection control at all times.

General

- To maintain a high standard of personal hygiene and presentation.
- To act at all times in a professional manner, respecting the needs of colleagues and co-operating to maintain a harmonious working environment.

This job description does no attempt to describe all the tasks and responsibilities of the post, but rather illustrates with examples the main role of the post –holder. It is therefore subject to alteration and development and will be reviewed jointly with the post-holder and their line manager