



Position: Corporate Fundraiser

Salary: £31,000 starting salary with the potential to earn up to £45,000 on-target earnings (OTE).

Doncaster and Bassetlaw Teaching Hospitals Charity is looking for a Corporate Fundraiser who will play a key part in driving and delivering the Trust's Charitable Funds strategy.

Doncaster and Bassetlaw Teaching Hospitals Charity raises much needed funds to support Doncaster and Bassetlaw Teaching Hospitals (DBTH) to go **above and beyond** for the patients in their care. From the little things like toys to comfort children during an overnight stay, to the big investments which enables the purchase cutting-edge technology that detects deadly infections like meningitis and the flu.

As part of the Charity's ambitious strategy to grow income significantly we are looking for a talented Corporate Fundraiser with the confidence to build and maintain relationships with people at all levels and retain their support. The role will require you to develop strong relationships with stakeholders of the Charity, with a focus on local businesses, so that we not only hit but exceed our fundraising targets.

To be successful in the role you will be a strong, positive team player committed to the aims and values of the Charity. You will have a strong track record of exceeding financial targets and preferably experience of securing grants from Trusts and Charitable Foundations. You will also have well-developed written and verbal communication skills.

If this sounds like you, this could be your opportunity to drive a newly formed fundraising team, establishing Doncaster and Bassetlaw Teaching Hospitals Charity as a regional charity of choice.

To apply send your CV and covering letter to dbth.charity@nhs.net

For more information contact 01302 644244 and ask to speak to Emma Shaheen, Head of Communications and Engagement. Applications close at 11.59pm on Sunday 16 August. Interviews will take place on the first week of September.

Job Description

Title of post: Corporate Fundraiser

Responsible to: Head of Communications and Engagement

Location: Agile, with regular update meetings taking place at DRI

Salary: £31k starting salary with the potential to earn up to £45k OTE

Hours: 37.5

Date: July 2020

Contract: 18 month contract

Overall Purpose of Role:

To drive and deliver the Trusts Fundraising function and income stream of the Charity by establishing and building relationships with local businesses and other commercial organisations.

Key Working Relationships:

- DBTH Communications and Engagement Team
- DBTH Finance Team
- Local Businesses
- Colleagues at Doncaster and Bassetlaw Teaching Hospitals

Main Responsibilities:

- To build, manage and maintain relationships to develop long-term supporters where possible
- To meet and exceed corporate fundraising income targets, whilst controlling relevant expenditure
- To be an excellent ambassador for Doncaster and Bassetlaw Teaching Hospitals Charity through attending networking events, giving talks as required, attending presentations and supporting donations
- Regularly conduct and manage extensive and timely research into new trust sources, submitting high quality applications to Trusts
- To develop and implement new initiatives and processes as appropriate to the role
- Assist in the collection and collation of materials such as case studies and photos

Key duties and responsibilities

Planning

- Work with the Head of Communications and Engagement to input into the corporate fundraising strategy for Doncaster and Bassetlaw Teaching Hospitals Charity
- Put in place a comprehensive yearly corporate plan to meet income targets
- Research and develop corporate fundraising initiatives
- Conduct extensive and timely research into new trust sources

New Business

- Significantly grow new business income, by researching, identifying and pursuing new business leads

- Identify and develop new business relationships to increase corporate supporters and charity of the year partners
- Secure corporate sponsorship opportunities
- Identify and maximise matched funding opportunities

Relationship Management

- Provide regular and excellent relationship management of existing charity supporters ensuring appropriate stewarding to maximize income and profitable long term partnerships
- Attend business networking events and presentation
- Work with the communications and engagement team to promote corporate fundraising opportunities and activities through Doncaster and Bassetlaw Teaching Hospital's multiple channels
- To deliver presentations to specific target groups and businesses promoting Doncaster and Bassetlaw Teaching Hospitals Charity needs

General

- To organise and plan own workload and timetable, in consultation with the Head of Communications and Engagement to ensure all deadlines are met on time
- To produce quarterly update reports for the Charitable Funds Committee
- To be responsible for own administration and ensure that all relevant donor records are kept up to date
- To be knowledgeable with relevant legislation, charity commission guidance, and to have a good knowledge of GDPR advising supporters as appropriate
- To liaise with professional bodies, agencies and other associations as required.

Person Specification

Post: Corporate Fundraiser

Directorate: Communications and engagement



Criteria	Essential	Desirable	Method of Assessment
Qualifications and Training	<ul style="list-style-type: none">• Educated to at least A level or equivalent• Computer Literacy (European Computer Driving License or equivalent experience)	<ul style="list-style-type: none">• Further education qualification• Professional qualification in fundraising	<ul style="list-style-type: none">• Application form• Interview• Certificates
Experience and Knowledge	<ul style="list-style-type: none">• Experience of working in fundraising and / or marketing/sales environment meeting/ exceeding targets• Experience of successfully maintaining ongoing relationships in a sales/ membership or fundraising environment• Detailed fundraising knowledge appropriate to the role including GDPR• Experience of developing new relationships/ support from fundraisers• Understanding of the Doncaster, Bassetlaw and the surrounding areas business environments• Ability to develop relationships at all levels both internally and externally	<ul style="list-style-type: none">• Corporate fundraising experience in a registered charity, with a successful track record of meeting fundraising targets• Successful track record of exceeding fundraising targets• NHS Charity and/or healthcare related fundraising experience• Worked in fundraising in Doncaster and surrounding areas	<ul style="list-style-type: none">• Application form• Interview• Certificates
Skills and Ability	<ul style="list-style-type: none">• Excellent written and oral communication skills• Excellent organisational skills and ability to manage several projects at one time• Ability to create and deliver presentations to a range of different audiences• Excellent time management skills and ability to work to deadlines	<ul style="list-style-type: none">• Experience dealing with bereaved families, friends and carers	<ul style="list-style-type: none">• Application form• Interview

	<ul style="list-style-type: none"> • Ability to undertake in depth research • Highly computer literate with experience of MS office software • Ability to write compelling and innovating proposals for Trust grants • A team player with the ability to work flexibly and independently, to fundraising targets • Sensitive to the interests of supporters at all times • A creative thinker who is quick to respond to opportunities • Ability to interact with a wide variety of people in different circumstances, to achieve positive financial outcomes and to establish long-term relationships and partnerships • Ability to work on projects on their own, delivering targets and projects with guidance and support 		
Personal Qualities	<ul style="list-style-type: none"> • Has initiative, drive and is target orientated • Belief in the work of the Charity within the NHS • Friendly, helpful and supportive to staff and donors • Calm under pressure • Polite • Team worker • Conscientious • Dedicated • Ability to maintain confidentiality • Flexibility and a willingness to work evenings and weekends as required • Driver with use of own vehicle 		<ul style="list-style-type: none"> • Application form • Interview