

Partnerships & Philanthropy Officer

Location: North Yorkshire
Salary: £28-32,000 per annum – full time salary (pro rata for 4 days)
Hours: 30-37.5 hours per week (4 or 5 days)

The Partnerships & Philanthropy team is responsible for identifying, securing and developing partnerships from businesses, individuals and trusts and foundations to deliver income and secure long term sustainable strategic partnerships to support services delivered by North Yorkshire Hospice Care through Just 'B', Herriot Hospice Homecare and Saint Michael's Hospice.

You will play a lead role in a developing and delivering the strategic aims of the organisation as well as driving improvements and maximising opportunities for growth and development. You will build strong working relationships across the organisation, representing fundraising in a number of internal and external forums. You will show positive evidence of experience in fundraising (or have clear transferable skills), supporter relations and project management across a broad portfolio of income streams with a proven track record in generating income against targets. You will have exceptional interpersonal skills, and the ability to influence a wide range of stakeholders. Working collaboratively and being a team player are essential skills as well as a driven and self-starter attitude. The successful candidate will understand the balance of being hands-on in order to get things done and working strategically so that North Yorkshire Hospice Care meets its long-term objectives. Ideally the successful candidate will also have a sound knowledge of fundraising regulation and best practice.

This will be a remote working role, working from home with travel and occasional work across all of our sites including our current office bases in Starbeck and Northallerton and Hospices in Harrogate and Thirsk.

Benefits include:-

- 35 or 28 days paid holiday per year pro rata.
- Comprehensive Induction Programme
- Contributory Pension Scheme with employer contribution of 8% and variable employee contribution
- Employee Assistance Programme
- Free Car Parking/Walking distance from Hornbeam Park Station although a mixture of office/homeworking is available
- Free DBS check

For a full job description and person specification please follow the link below. You will be asked to complete questions relating to these as part of the recruitment process for this role.

Successful applicants are required to provide an enhanced disclosure. Disclosure expense will be met by North Yorkshire Hospice Care.

North Yorkshire Hospice Care is a registered charity in England and Wales (518905) with a family of services operating as Herriot Hospice Homecare, Just 'B', Saint Michael's Hospice and Talking Spaces.

Please click Apply and you will be forwarded to our recruitment website. Alternatively please call Helen/Alison in the HR team at Saint Michaels Hospice.

Completed applications to be received by 9am on 23 September 2020

Interviews will be held on 1-2 October 2020 by Zoom, followed by a further interview date to be arranged in person.

Job Description

Job Summary

The Partnerships & Philanthropy team is responsible for identifying, securing and developing partnerships from businesses, individuals, commissioned and contracted projects and trusts and foundations to deliver income and secure long term sustainable strategic partnerships.

This role will focus on identifying, engaging and stewarding major donor and business prospects in order to generate high level income to support services delivered across North Yorkshire Hospice Care by Saint Michael's Hospice, Herriot Hospice Homecare and Just 'B.'

Key Responsibilities

1. To identify, secure and develop the support of key prospects generating new business through researching and prospecting new supporters at a high level, developing tailored approaches to maximise the success of each contact.
2. To steward and support all existing relationships for both business and high value donors in order to maximise and maintain their support, working with the rest of the Community Relationships Team and internal stakeholders to develop stewardship activities as appropriate.
3. To deliver and drive forward the strategy and operational plans for high level giving from both individuals and corporates across North Yorkshire.
4. To maintain, develop, grow and maximise support from the existing portfolio of relationships across the organisation.
5. To take ownership of the development of a pipeline for new business increasing funds from individuals and companies.
6. To contribute to applications to trusts and foundations and commissioned and contracted projects.

7. To actively recruit, induct, manage and guide key influential individuals, senior volunteers and development boards across North Yorkshire to support development activity.
8. To ensure all processes and activity is monitored and evaluated as necessary, recording all details and communications accurately on the fundraising database according to processing guidelines.
9. To provide accurate forecasting and budget information to the Head of Community Relationships (Fundraising) and ensure targets are achieved, monitoring activity and progress against KPIs.
10. To ensure that North Yorkshire Hospice Care's corporate and major donor fundraising activity is in line with compliance and best practice according to the guidance from the ICO, IOF and Fundraising Regulator. To ensure that internal controls and policies are adhered to in order to ensure donor satisfaction and to mitigate against reputational and financial risk to the charity.
11. To work to agreed targets and KPIs and driving forward the action to ensure that they are met.
12. To maintain and develop good relationships with fundraising volunteers in order to increase the success of all fundraising initiatives and work closely with the volunteer managers on managing volunteer support at high level acquisition or engagement events.
13. To maintain awareness of relevant Fundraising Legislation.
14. To act as an ambassador for North Yorkshire Hospice Care representing the charity at external events, including a wide range of networking protecting and enhancing the organisation's brands and reputation, acting as a key ambassador for the charity ensuring that our name and reputation are positively viewed within the marketplace and in line with brand guidelines.
15. To work across the Community Relationships Team and wider organisation on projects to maximise opportunities and utilise skillsets to achieve the departmental strategic goals.
16. To embed the values of the organisation into your working practices evidencing this regularly and ensuring this remains a priority.

To have a good understanding of fundraising law and work in accordance with the hospice philosophy recognised professional guidelines and the hospice commitment to equality of opportunity, diversity and collective responsibility.

The above is indicative of the role and may change from time to time in consultation with the post-holder, in line with the changing needs of the organisation.

Terms and Conditions

Line managed by: Head of Community Relationships (Fundraising)
Line management responsibility: As allocated
Hours: 0.8 to 1.0 (30 hours to 37.5 hours)
Location: Mobile working based within North Yorkshire
Time owing: Category C

Person Specification

<p>Education and Qualifications</p>	<p>Good general education up to at least A level or equivalent standard IOF Qualification preferable</p>
<p>Experience</p>	<p>Experience of working in a fundraising role or clear transferrable skills Experience of coordinating multiple projects and delivering to deadlines Experience of growing and developing income Experience of leading, negotiating and closing business to business partnership deals Experience of identifying, cultivating and recruiting new donors or investors Experience of using a fundraising or marketing database or CRM Experience in creating, managing and monitoring a budget</p>
<p>Knowledge and Skills</p>	<p>An ability to influence and negotiate with a variety of audiences Able to identify potential sources of large donations or gifts and secure income Ability to develop creative bespoke proposals and to think creatively to match project funding with trust or business CSR criteria Ability to build strong relationships Good understanding of legislation relating to fundraising in the UK Excellent organisational and planning skills Excellent task planning and ability to prioritise effectively Excellent accuracy and attention to detail Able to plan and organise events across both digital online and offline channels Ability to recognise fundraising opportunities and understands the difference between a philanthropic and commercial proposition Ability to work under pressure and to challenging targets Excellent written and verbal communication skills Excellent interpersonal skills Strong networker Strong and confident presentation skills and public speaking skills Collaborative working skills Ability to develop, manage and work effectively to agreed targets and budget</p>

	<p>Ability to recruit, develop and work positively with volunteers</p> <p>Strong computer skills especially in using word, excel, PowerPoint and databases</p> <p>Thorough understanding of data protection and information governance</p> <p>Understanding importance of accurate data recording</p> <p>Understanding of difference between fundraising and commissioning/contracting</p>
Attributes	<p>Belief in organisational values</p> <p>A driven and confident individual who can communicate their enthusiasm, knowledge and passion to others</p> <p>Robust, 'can do' attitude</p> <p>Full understanding of and strong commitment to confidentiality</p> <p>Understanding and commitment to equality of opportunity and diversity</p>
Other	<p>Full clean driving license</p> <p>Ability to work flexibly with some unsocial hours</p>