



Royal Hospital for Neuro-disability Job Description

Job title:	Community Fundraising Executive
Department:	Fundraising Department
Salary grade:	£32,000 per annum
Contract:	Permanent, Fulltime
Responsible to:	Community Fundraising Manager
Responsible for:	n/a

Scope

The RHN is a leading national centre of excellence, providing adult person-centred services that span the entire care pathway from post-acute rehabilitation services to end of life care, for people with complex Neuro-disability and their families, underpinned by a strong research and education programme.

The Fundraising Department is a small and friendly team, responsible for raising funds for a variety of vital therapies and services for the patients and residents. Furthermore, through a variety of income streams, the team helps to fund capital projects, such as ward refurbishments and new facilities.

The post-holder will become a key part in the development and growth of the charity, maximising financial income and raising awareness of the RHN. You will maximise existing relationships and opportunities through excellent supporter stewardship and will identify new fundraising opportunities. This role will involve occasional weekend and evening work, so a flexible approach is required.

Key Responsibilities

1. Work together with the Community Fundraising Manager to organise the full calendar of fundraising events, including sporting/challenge, bespoke, special and community events, working towards a £230,000 target and £3.1m team target.
2. Recruit participants for a range of existing sporting and challenge events whilst identifying new activities. Overseeing the marketing and stewardship of each.
3. Act as first point of contact to community and challenge supporters, providing a first-class standard of supporter care and stewardship to maximise fundraising and supporter experience.
4. Support in the delivery of a small portfolio community fundraising events including (but not limited to) the Christmas Fair, Bridge events and school fun runs
5. Support volunteers organising their own events in addition to third party fundraising events.
6. Identify and build relationships with new community groups
7. Work closely with the Communications Team to develop marketing and digital plans for fundraising activities.
8. Create and produce a range of publicity materials

Person specification: Essential and Desirable

1. Comfortable in an environment interacting with profoundly disabled patients (E)
2. Minimum of 1 year community fundraising experience (E)
3. Able to work well as part of a team, as well as be self-motivated (E)
4. Time management and prioritisation skills (E)
5. Networking, relationship & communication skills, both written and verbal (E)
6. Enthusiastic and positive approach to supporting event participants (E)
7. Confidence in writing marketing and promotional copy (E)
8. Computer literate, using Microsoft programmes, databases (E)
9. Confident in talking to groups and attending events, speaking about the charity (E)
10. Full Clean driving licence and access to car (D)