Job Description

Job Title: **Community Fundraiser**

Department: **Income Generation**

Responsible to: **Community Fundraising Manager**

Primary Work Base: Coventry Myton Hospice, but with travel to all Myton sites when required. Will also be an element of home working available.

(NB as we are a multi- site organisation some flexibility relating to place of work will be required. We reserve the right to change the work base of our employees to meet our business needs.)

Role Purpose

To develop, grow and steward Myton's community fundraising portfolio, with accountability for securing new supporters, fundraising groups and community partnerships while maximising the value, retention and long-term growth of existing supporters.

The role is responsible for delivering sustainable community fundraising income through proactive supporter acquisition, relationship management, volunteer engagement, community networking and stewardship activity. The role will focus on maintaining and growing existing community relationships whilst identifying, cultivating and securing new opportunities across schools, community groups, clubs, associations, faith groups and local organisations.

As part of the Fundraising team, the role contributes to wider organisational income growth by developing strong supporter pipelines and ensuring excellent supporter stewardship and engagement across all community fundraising activity.

Myton Core Values

Our *Core Values* underpin everything we do and all employees are expected to comply with our Values and reflect these in their day to day work.



Main Duties & Responsibilities

1. **New Community Supporter Development**
   - Identify, cultivate and secure new community fundraising opportunities.
   - Develop and manage a pipeline of prospective supporters, community groups and local organisations.
   - Deliver proactive community development activity including meetings, presentations, talks and fundraising proposals.
   - Secure new fundraising relationships to achieve agreed annual income and KPI targets.
   - Work with the Community Fundraising Manager and Marketing Team to develop engaging fundraising products, campaigns and community initiatives.
   - Build relationships with key community leaders, schools, local organisations and influencers across Coventry and Warwickshire.

2. **Stewardship and Growth of Existing Supporters**
   - Manage and develop a portfolio of existing community supporters and fundraising groups.
   - Deliver excellent stewardship and relationships to maximise supporter retention and income growth.
   - Develop supporter growth plans that increase engagement and long-term support.
   - Ensure supporters receive timely communication, recognition and reporting.
   - Introduce for repeat support, through regular giving and lottery recruitment and potential higher value gifts.
   - Identify when support may be at risk and develop plans to maintain engagement.

3. **Volunteer and Community Group Development**
   - Recruit, support and develop community fundraising volunteers.
   - Work alongside the Volunteering Team to maximise volunteer involvement in fundraising.
   - Support existing fundraising groups and identify opportunities to establish new groups.
   - Ensure volunteers and groups feel valued, supported and connected to Myton's mission.

4. **Management and Performance**
   - Deliver agreed income targets, KPI measures and community fundraising objectives.
   - Support income budgeting, forecasting and operational planning.
   - Track and report on supporter activity, fundraising performance and pipeline opportunities
   - Use the CRM and data insight to inform targeting and prioritisation.
   - Ensure supporter records and reporting activity are accurate and up to date.
   - Produce regular reports on activity, opportunities and performance.

5. **Events, Campaigns and Organisational Support**
   - Support community fundraising campaigns, events and awareness initiatives.
   - Work with Events, Partnerships, Retail, Marketing, Lottery and Major Gifts teams to maximise opportunities.
   - Attend and support fundraising events, networking activities and community engagement opportunities, including evenings and weekends where required.
   - Promote awareness of Myton's services, fundraising priorities and supporter opportunities across local communities.
   - Deliver presentations and talks to organisations and community groups.

6. **Collaboration and Relationship Management**
   - Build strong collaborative relationships across Income Generation, Marketing, Retail, Supporter Care and Clinical teams.

- Represent Myton externally with supporters, volunteers, community groups and professional networks.
- Contribute to wider organisational objectives and strategic priorities.
- Maintain a strong knowledge of Myton's services and impact to effectively represent the charity.

GENERAL RESPONSIBILITIES & OBLIGATIONS OF ALL EMPLOYEES

Policies and Procedures
The post holder is required to have a good understanding of and to comply with all relevant Myton policies, procedures and guidelines. Any contravention of Myton policies or procedures may result in disciplinary action.

Volunteers
Myton recognises the valuable contribution that volunteers make and we expect all employees to be able to support and work effectively with our volunteers.

Confidentiality and Data protection
It is a requirement of employment with Myton that all staff must comply with the obligation of confidentiality relating to personal information that could identify individuals. The Data Protection Act 1974/1998 safeguards the handling of information held in both electronic and manual filing systems and it is the duty of all staff employed by Myton to uphold the principles of the Act, adhere to Myton policies and to maintain strict confidentiality at all times.

Infection Control
All employees of Myton must be aware of infection prevention and control policies and are expected to follow them at all times. Any breach of infection control policies which places patients, visitors or colleagues at risk may result in disciplinary action.

Equality & Diversity
The post-holder must at all times carry out his/her responsibilities in line with Myton's Equality & Diversity Policy.

Health & Safety
Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, to ensure the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors & colleagues. The post holder is required to conform with Myton's policies on Health & Safety and Fire Prevention, & to attend related training as required.

Safeguarding Vulnerable Adults and Children
It's the duty of all staff working for Myton to safeguard children and vulnerable adults and undertake safeguarding training at an appropriate level.

Code of Conduct
Employees are required to represent Myton in a positive light and embody the corporate identity in appearance, demeanour, values and ethics.

Review of Job Description
This job description is an outline of the key duties and responsibilities of the role

and is not intended as an exhaustive list. The job description may change over time to reflect the changing needs of the service. The post holder may be required to undertake other duties that could reasonably be considered commensurate with the post. This job description is subject to periodic review and may be changed/updated following consultation with the postholder(s).

Employee/Managers Signature

I agree that this Job Description is a true reflection of the main duties and responsibilities of my role:

Employee Name: _____

Signature: _____ **Date:** _____

Managers Name: _____

Signature: _____ **Date:** _____

Last reviewed November 2026