

# The Myton Hospices

## Job Description



**Job Title:** Partnerships Fundraiser

**Department:** Fundraising

**Responsible to:** Partnerships Manager

**Primary Work Base:** Warwick and Coventry

*(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.)*

You will play a key role in identifying, winning and developing new partnerships with community and corporate groups and organisations in and around the Coventry and Warwickshire area – raising vital money to support The Myton Hospices. You will need to ensure our existing partners receive exemplary support to ensure successful partnerships now and in the longer term. You will also be required to contribute to the development, overall performance and financial achievements of the partnerships fundraising and the fundraising team as a whole.

### 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. Manage and nurture existing community and corporate relationships to maximise income. Ensuring there are no lapsed donors and that approaches for future support, are planned and clearly identified.
2. Identify, research and secure new community and corporate partnerships. Meet prospective supporters and present The Myton Hospices as an attractive proposition / charity to align with
3. To liaise with local schools, churches, individuals, organisations and community groups to raise fundraising income and promote The Myton Hospices
4. Maximise the value of community and corporate partnerships by acting upon all opportunities for support working with colleagues within the partnerships team and across fundraising and income generation overall.
5. Work closely with local fundraising support groups to assist them in their fundraising activities and helping to establish new groups
6. To be responsible for managing the distribution and collection of fundraising materials and other promotional material
7. To work with the Fundraising Volunteer Officer to organise and manage store collections at a variety of shops and supermarkets and other locations across the area.
8. Work alongside Partnerships and Events Teams to prepare Corporate Partnership Sponsorship proposals for Myton events, campaigns and materials; securing corporate partners for all opportunities.
9. Attend appointments, and deliver presentations to a range of community, corporate and workplace audiences, including boards of Directors.
10. Ensure all pitches for support are well researched and planned to achieve maximum results.
11. Represent Myton and undertake workplace promotions and Community & Corporate events - this may involve working evenings and weekends.
12. Planning and organisation of community and corporate events and campaigns with the support of Partnerships Manager and Partnerships Fundraising team.
13. Attend networking events to identify new business opportunities, develop relationships and share our key messages within the wider business community.
14. To ensure high quality in donor service; Communicating and engaging with all supporters working on behalf of the charity to ensure they are updated, involved, and supported, via telephone, email, letters, and social media.

15. Achieve financial budgets and KPI's as agreed with the Partnerships Manager.
16. Ensure records on Donorflex are effectively maintained and up-dated to reflect accurate activity levels or our corporate partners.
17. Produce monthly reports for Partnerships Manager outlining income, prospect pipeline opportunities and successes/highlights.
18. Work with our Marketing & Communications team to raise awareness of community and corporate partnership opportunities – utilising social media to support with fundraising activity
19. Identify and communicate community and corporate volunteering opportunities.
20. Build and maintain a knowledge of The Myton Hospices activities and services.
21. Assist generally within the department on a flexible basis as directed by the Fundraising Partnerships Manager or Director of Income Generation
22. To participate in annual appraisals and training as identified or appropriate to the post.
23. To ensure high standards of donor care and support at all times
24. To abide by the policies and procedures of The Myton Hospices.
25. Any other duties commensurate with the post.

## **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.

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### **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 March 2021*