Join our team!

Fundraiser

St Vincent's Hospice
the little hospice with the big heart

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Overview: Fundraiser

Reporting to
Fundraising Manager

Salary
£26,000 - £28,000 per annum

Hours
Full time,
37.5 hours per week

Working pattern
Flexible and hybrid working, with evening and weekend work required where appropriate

Status
Permanent

Holidays
27 days plus 8 bank holidays

Location

St Vincent's Hospice, with travel across Renfrewshire, North Ayrshire and surrounding communities

As Fundraiser at St Vincent's Hospice, you will play an important role in generating the income that enables the hospice to provide outstanding specialist palliative and end of life care to patients and families across Renfrewshire and surrounding communities.

Reporting to the Fundraising Manager, you will be responsible for delivering agreed fundraising activity and income targets across areas including Community, Corporate, Events and In Memory fundraising. You will develop and maintain strong relationships with supporters, businesses, community groups and other stakeholders, identify new fundraising opportunities and convert these into income and long-term support.

This is a hands-on, target-driven fundraising role. You will be expected to proactively generate opportunities, manage your own pipeline, deliver agreed activity and consistently work towards your income and KPI targets.

You will work closely with the Fundraising Manager to deliver the wider fundraising plan, prioritising activity according to income potential and supporter value. You will contribute ideas, identify opportunities and provide accurate updates on income, pipeline and performance.

You will also play a key role in providing an excellent supporter experience, ensuring that fundraisers, donors, businesses, volunteers and community supporters feel valued, informed and connected to the impact of their support.

This is an exciting opportunity for an enthusiastic and ambitious fundraiser who wants to make a measurable contribution to the financial sustainability of St Vincent's Hospice and the families we support.

To apply, please email your CV and cover letter to recruitment@svh.co.uk or complete our application form via https://stvincentshospice.org/vacancies

Key Responsibilities

Income Generation, Targets and Performance

- Take responsibility for achieving agreed personal income targets and KPIs across allocated areas of fundraising.
- Deliver agreed fundraising activity and plans in line with the hospice's fundraising strategy and objectives.
- Develop and maintain a strong pipeline of fundraising opportunities to support the achievement of income targets.
- Proactively identify new fundraising prospects, opportunities and income streams.
- Progress opportunities from initial identification and contact through to securing income and ongoing stewardship.
- Monitor personal income, activity, pipeline and performance against agreed targets, taking action where performance is off track.
- Work closely with the Fundraising Manager to identify challenges, opportunities and corrective actions where required.
- Provide accurate and timely updates on income, pipeline, activity and supporter engagement.
- Use data and insight to prioritise activity and focus time on opportunities with the greatest potential to generate income and supporter value.
- Contribute ideas and recommendations to improve fundraising performance, income generation and supporter engagement.

Key Responsibilities

Corporate Fundraising

- Support the development and growth of corporate fundraising income by identifying and approaching potential business partners.
- Research and develop new corporate prospects and maintain an active pipeline of opportunities.
- Build strong relationships with local businesses and identify opportunities for sponsorship, employee fundraising, charity partnerships, volunteering, payroll giving and other forms of support.
- Prepare tailored approaches, proposals and presentations that demonstrate the mutual benefits of supporting St Vincent's Hospice.
- Support the Fundraising Manager with the development and stewardship of corporate partnerships.
- Maintain regular contact with corporate supporters, ensuring agreed activity and fundraising commitments are delivered.
- Identify opportunities to increase engagement and income from existing corporate supporters.
- Ensure corporate relationships and activity are accurately recorded and managed through Raisers Edge NXT.

Key Responsibilities

Community Fundraising and Events

- Deliver agreed community fundraising and events activity to achieve income and participation targets.
- Build and maintain strong relationships with community groups, schools, clubs, organisations, volunteers and local networks.
- Recruit, support and steward community fundraisers and volunteers to maximise participation and income.
- Identify and develop new community fundraising opportunities and supporter-led activity.
- Support the recruitment and stewardship of participants for challenge events and third-party fundraising activities.
- Support the delivery of hospice fundraising events, campaigns and activities, including planning, promotion, logistics, supporter engagement and follow-up.
- Encourage one-off supporters to continue their relationship with the hospice through repeat fundraising, volunteering, events, regular giving and other appropriate opportunities.
- Ensure all event and fundraising activity is well organised, professionally delivered and evaluated against agreed objectives.
- Contribute to the development of fundraising resources and materials that enable supporters to fundraise confidently and effectively.

Key Responsibilities

In Memory Fundraising

- Support the delivery and development of the hospice's In Memory fundraising programme with sensitivity, compassion and professionalism.
- Build positive relationships with bereaved families and In Memory supporters, ensuring they receive timely and appropriate support.
- Promote appropriate In Memory opportunities including Tribute Funds, Memory Wall, Memory Walk, Light Up a Life and other agreed activities.
- Identify opportunities to engage In Memory supporters in appropriate ongoing fundraising and remembrance activities.
- Support relationships with funeral directors, solicitors, faith groups, celebrants and other community partners.
- Ensure all In Memory activity is recorded accurately and managed sensitively.
- Work closely with the Fundraising Manager and wider hospice teams to ensure the supporter experience is appropriate and compassionate.

Supporter Stewardship and Relationship Management

- Deliver an excellent supporter experience across all areas of fundraising.
- Build and maintain positive, professional and long-term relationships with donors, fundraisers, volunteers, businesses and community supporters.
- Ensure supporters receive timely communication, appropriate recognition and meaningful feedback on the impact of their support.
- Thank and acknowledge supporters appropriately and promptly.
- Identify opportunities to increase supporter engagement, retention and lifetime value.
- Encourage supporters to progress to other appropriate forms of engagement and giving.
- Act as a positive and professional ambassador for St Vincent's Hospice at meetings, events, community activities and fundraising opportunities.

Key Responsibilities

Pipeline Development and New Business

- Proactively research and identify new fundraising prospects and opportunities.
- Maintain an active pipeline of potential supporters, businesses, community groups and fundraising opportunities.
- Make proactive approaches and fundraising asks to new and existing prospects.
- Build relationships from initial contact through to securing support and ongoing stewardship.
- Follow up opportunities consistently and ensure agreed actions and commitments are completed.
- Work with the Fundraising Manager to prioritise high-value opportunities and maximise conversion.
- Develop warm introductions through existing supporters, volunteers, trustees, community contacts and hospice ambassadors.

Financial Management, Data and Compliance

- Maintain accurate and up-to-date records on Raisers Edge NXT, ensuring all supporter, income and activity information is recorded appropriately.
- Maintain accurate records of income, pipeline activity, supporter interactions and agreed actions.
- Monitor personal income and expenditure against agreed budgets and targets.
- Provide accurate information for income forecasts and performance reporting.
- Ensure fundraising activity is appropriately planned, cost-effective and focused on delivering a positive return.
- Comply with GDPR, charity law, the Code of Fundraising Practice and relevant hospice policies and procedures.
- Maintain high standards of data quality, confidentiality and record keeping.
- Complete all required administration and follow-up within agreed timescales.
- Undertake any other duties appropriate to the role.

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Person specification

Who we're looking for

Essential Criteria

Income Generation and Fundraising Experience

- Experience of working in a fundraising, business development, sales, account management, events or relationship-development environment.
- Demonstrable experience of generating income, securing support or achieving agreed fundraising or sales targets.
- Experience of developing relationships with supporters, businesses, community organisations or other stakeholders.
- Experience of identifying new opportunities and proactively approaching potential supporters.
- Experience of planning and delivering fundraising activity, campaigns or events.
- Experience of managing a pipeline of prospects, opportunities or supporters.

Performance and Delivery

- Demonstrable ability to work towards and achieve income and activity targets.
- Highly proactive approach, with the confidence to make approaches, ask for support and pursue opportunities.
- Strong organisational skills and ability to manage competing priorities.
- Ability to monitor own performance and take action when activity or income is not on track.
- Reliable and accountable, with a strong focus on completing agreed actions and meeting deadlines.
- Willingness to be held accountable for agreed income targets and KPIs.

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Person specification

Who we're looking for

Essential Criteria

Fundraising and Relationship Management

- Good knowledge of fundraising principles, supporter stewardship and relationship management.
- Excellent written and verbal communication skills.
- Confident engaging with businesses, community organisations, supporters and volunteers.
- Ability to develop positive and professional relationships with a wide range of people.
- Ability to make effective fundraising asks and communicate the value and impact of supporting St Vincent's Hospice.
- Commercially aware and able to identify mutually beneficial opportunities

Financial, Data and Systems

- Good numerical and financial awareness, with the ability to monitor income and activity against targets.
- Ability to maintain accurate records and use data to support fundraising activity.
- Experience of using CRM systems, databases or similar systems to record and manage supporter information.
- Good attention to detail and commitment to accurate record keeping.

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Person specification

Who we're looking for

Essential Criteria

Personal and Values

- Compassionate and emotionally intelligent, with the ability to engage sensitively with bereaved families, patients, volunteers and supporters.
- Collaborative and supportive, with the ability to work effectively as part of a team.
- Creative, proactive and solutions-focused.
- Organised and able to manage competing priorities effectively.
- Resilient and motivated by achieving results.
- Confident and professional in representing St Vincent's Hospice.
- Passionate about making a meaningful difference to local families.
- Committed to the values and mission of St Vincent's Hospice.
- Full driving licence and access to a car for business use, given the need to travel across Renfrewshire and North Ayrshire.
- Available for evening and weekend work where required.

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Person specification

Who we're looking for

Personal Qualities

We are looking for someone who is:

- **Results-driven** – motivated by achieving income targets and delivering measurable results.
- **Proactive** – actively looks for new opportunities rather than waiting for them to arise.
- **Relationship-focused** – able to build trust and develop strong, long-term relationships.
- **Commercially aware** – understands how to identify opportunities and turn relationships into income.
- **Accountable** – takes ownership of agreed targets, actions and outcomes.
- **Organised** – able to manage multiple opportunities, deadlines and priorities effectively.
- **Resilient** – able to handle setbacks, make approaches confidently and keep opportunities moving forward.
- **Creative and solutions-focused** – able to develop new ideas and find practical ways to increase income.
- **Compassionate** – particularly when working with bereaved families and In Memory supporters.
- **Collaborative** – works positively with colleagues, volunteers and the wider hospice.
- **Ambitious** – keen to develop their fundraising skills and make a greater contribution over time.
- **Passionate** – committed to St Vincent's Hospice and making a meaningful difference to local people and families.

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Benefits

Working with us

- Salary of £26,000-£28,000 per annum
- Generous annual leave entitlement plus public holidays
- Pension scheme
- Flexible and hybrid working opportunities
- Ongoing professional development and training
- Employee wellbeing support
- Free onsite parking
- Access to on-site lunch/refreshment options
- Access to Blue Light Card discounts
- Opportunity to work for a respected and valued local charity
- A supportive and compassionate working culture where your work has real impact

Our Commitment

At St Vincent's Hospice, every member of our team plays an important role in ensuring local people receive exceptional care, comfort and support.

As a Fundraiser, you will play a vital role in securing the income, relationships and support that enable the hospice to continue providing vital services to patients and families across our communities.