



Senior Fundraiser - Trusts & Foundations

Job Description & Person Specification

JOB TITLE:	Senior Fundraiser – Trusts & Foundations
SALARY:	£26,000
HOURS:	37.5 hours
ACCOUNTABLE TO:	Fundraising Manager
LOCATION:	Flexible. Will include office working at any of our four hospital sites - Queen Elizabeth Hospital Birmingham, Heartlands Hospital, Good Hope Hospital, Solihull Hospital and opportunity for some home working as suits the job holder and line manager. If candidates have a preference to work at any particular site please state this in your covering letter.

KEY WORKING RELATIONSHIPS

Internal:	Fundraising Team, Communications Team, Office Manager, Administration & Grants Team, Operations Team, Director of Fundraising, Charity Chief Executive
	Chairman and Board of Trustees, NHS Trust Communications Department, NHS Trust Executive Management Team
	Consultants, Nursing staff, Clinical staff, Royal Centre for Defence Medicine staff, Medical Secretaries, Administrative Staff
External:	Fundraisers, donors, supporters, volunteers, corporate sector, community groups, events management, NHS Charities Together, BBC, ITV, national and local media outlets

WHO WE ARE

University Hospitals Birmingham Charity consists of four hospital charities supporting some of the busiest hospitals in Birmingham – Queen Elizabeth Hospital Birmingham, Heartlands Hospital, Good Hope Hospital and Solihull Hospital.

The Charity is dedicated to improving the experience of patients, their families and the staff who care for them.

UHB Charity raises funds to support patients of the four hospitals by providing new and innovative equipment, funding research and supporting patient and family welfare projects.

The Queen Elizabeth Hospital Birmingham in particular has a world class reputation, and specialises in cancer treatment, organ transplantations and trauma care. It is also home of the Royal Centre for Defence Medicine, where the UK's military patients are treated.

Heartlands Hospital has a specialist neo-natal unit and very busy children's and maternity units.

Good Hope Hospital and Solihull Hospital serve the towns of Sutton Coldfield and Solihull.

JOB SUMMARY

This is a full time post working for the umbrella charity University Hospitals Birmingham Charity, the official charity of four of Birmingham's largest hospitals – Queen Elizabeth Hospital Birmingham, Heartlands Hospital, Good Hope Hospital and Solihull Hospital.

The Senior Fundraiser - Trusts & Foundations will work closely with other members of the hospital charity, providing support to the fundraising team and the Charity overall.

Working as part of a team the post holder will have specific responsibility for researching and applying to grant making trusts and foundations and identify where the work of the Charity meets their application criteria. They will write / complete applications and build relationships with existing and potential funders. They will also be responsible for managing the Trusts and Foundations database and building on this.

PRINCIPAL DUTIES

- Research trusts, foundations and grant funding bodies to identify those where the application criteria matches elements of the work of the University Hospitals Birmingham Charity
- Prepare, write and submit a portfolio, of persuasive Grant & Trust applications
- Research and collate information and/or data required to make applications to trusts, foundations and grant funding bodies so to provide them with compelling cases of support
- Establish and manage long term, effective and profitable relationships with existing and prospective funders by providing excellent donor and supporter care.
- Increase pool of potential funders by using sector knowledge and scoping of the funding landscape to identify alternative funding opportunities
- Use specialist Trust & Grants sector knowledge to identify new trust funders and increase opportunities for generating new income
- Maintain and develop efficient ways of keeping trusts, foundations and grant funding bodies updated on the work of University Hospitals Birmingham Charity and the different their support makes, to develop and maintain relationships, to maximise short and long term support.
- Work to financial targets and undertake research as directed/agreed by the Director of Fundraising
- Provide the Fundraising Manager with regular updates and monthly progress reports
- Monitor application deadlines, submissions, acceptances/refusals, income received and ensure all information is updated accurately on the database

- Inspire and motivate funders through the creation and delivery of regular communications, presentations and tours of the Hospital
- Work with the Communications team to obtain patient and family case studies and stories for use in Trust applications and impact reports

COMMUNICATION

- Relaying accurate and timely information to the fundraising team, the Charity Chief Executive and Charity Trustees on a regular basis. Communicating with clinical and non clinical staff within the hospital. Communicating with donors and fundraisers.

ORGANISATIONAL RESPONSIBILITIES

- Maintaining Raiser's Edge donor management system. Accurate data inputting of donations, applications, thank you letters and general archiving, production and upkeep of databases.
- To organise with the rest of the team and charity manning levels of the office to ensure a continual service to the public.

PROFESSIONAL RESPONSIBILITIES

- Ability to present oneself in a professional manner as a representative of the hospital and the charity.
- To maintain confidentiality in all aspects of duty including fundraiser and donor data.
- To assist in maintaining accurate records and to complete and return as requested statistical data.
- To maintain an accurate effective database, recording essential information and providing statistical data in accordance with guidelines and policy using Raiser's Edge and Microsoft Office.

MISCELLANEOUS

- To represent the Charity in a variety of different contexts and to a variety of different audiences.
- To ensure that a positive image of the hospital and the Charity is projected at all times.
- To hold a flexible approach to working hours (the role will require the post holder to work evenings and weekends as necessary).
- To hold a flexible approach to work when asked to take on other fundraising or admin duties when the team needs to cover holidays, or at times of workload pressure.
- To adopt a supportive and collegiate approach when working with the fundraising team and other colleagues within the hospital

NOTES:

This is not intended to be an exhaustive list of responsibilities but more an outline framework against which the post holder will be given flexibility to define the detail. Any changes will be the subject of consultation with the post holder.

All employees must adhere to and perpetuate Charity Policies and Procedures relating to:

- Health and Safety
- No Smoking at Work
- Equal Opportunities in Employment, including responsibilities under the Disability Discrimination Act.

Your attention is drawn to the confidential nature of information collected within the NHS. The unauthorised use or disclosure of patient or other personal information is a dismissible offence and in the case of computerised information could result in a prosecution for an offence or action for civil damages under the Data Protection Act 1984.

Please note that employees are employed directly by the Charity and not the NHS.

Employees do not have access to the NHS Pension Scheme.

Employees of the Charity are eligible to join a defined contribution pension scheme, to which the Charity will contribute 8% of an employee's annual salary in addition to employee contributions.

Employees of the Charity are eligible for enhanced maternity and sickness pay.



University Hospitals Birmingham Charity

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Competence	Essential	Method of Assessment
Education and qualifications	GCSE English Language or equivalent	Application
	GCSE Mathematics or equivalent	Application
	Competent in computer use including Microsoft Office or equivalent	Application
	Desirable	
	Educated to degree level or equivalent	Application
	Qualification in trust and foundations fundraising or bid writing	Application
	Membership of the Institute of Fundraising	Application
Experience	Experience of administration in an office based environment	Application/Interview
	Working on own initiative	Application/Interview
	Previous experience of working with senior staff	Application/Interview
	Experience of working with donors and fundraisers	Application/Interview
	Desirable	
	Raiser's Edge donor database experience	Application/Interview
	Experience in fundraising gained in a charitable environment	Application/Interview
Experience of working and consulting with patients and/or the public	Application/Interview	
Skills/Knowledge/Ability	Excellent written skills with first class spelling	Application/Interview

	Use of Microsoft Office including Word, Excel, Access, Outlook, Powerpoint along with other software packages	Application/Interview
	Ability to produce accurately typed and photocopied documents efficiently and to high standard	Application/Interview
	Ability to ensure accurate data inputting	Application/Interview
	Ability to work independently and under pressure, prioritising work to meet deadlines	Application/Interview
	Ability to deal with heavy, unpredictable workloads	Application/Interview
	Ability to set up and maintain organisational systems	Application/Interview
	Ability to work flexibly to meet the needs of the charity	Application/Interview
	Problem solving	Application/Interview
	Record keeping	Application/Interview
	Non-judgemental attitude	Application/Interview
	Accepts responsibility for own decisions	Application/Interview
	Ability to represent the Charity at events and functions	Application/Interview
	Good interpersonal skills and ability to influence people at all levels	Application/Interview
	Understanding and respect for the importance of patient confidentiality	Application/Interview
	Desirable	
	Understanding of the NHS and wider health and patient issues	Application/Interview
Additional Information	A team player with a flexible approach.	Application/Interview
	Available to work out of hours if required.	Application/Interview
	Desirable	
	Car driver	Application/Interview