



The Rosemary Foundation Hospice at Home provides nurse-led care for individuals who have life limiting conditions, as well as support for their carers, in their home as life draws to a close.

Due to increased demands on our fundraising team, we are seeking a coordinator to join our small, friendly team. The ideal applicant will have administrator experience working within a team, be able to prioritise tasks, work to deadlines and have experience in using social media platforms, WordPress, Microsoft office including Excel and PowerPoint. Previous fundraising experience is not essential, however a friendly, confident and organised nature is. You will need to hold a full clean driving licence and have your own transport.

POST TITLE:	Community Fundraising Coordinator
HOURS:	Starting at 12 per week - Tuesday, Wednesday & Thursday
WORKS WITH:	Fundraising Team
RATE OF PAY:	£13.00 per hour

Purpose of Role

To contribute to the effective delivery of the fundraising strategy at The Rosemary Foundation Hospice at Home.

Key Responsibilities

- To grow the income from Community Fundraising events
- Be the point of contact and undertake Community Event liaison
- Attend community events and give talks as required
- Maintain community fundraising spreadsheet and event folder
- Deliver event materials to organisers as required
- Update social media in a timely manner
- Draft annual newsletter for proofing
- Maintain supporter database
- Update website news and event pages
- Working with the Fundraising Manager (FM) develop fundraising packs and other material as directed.
- Attend community events and give talks as required- this will include occasional evening or weekend working.
- Assist FM manager as directed.

Detailed Job Description

- To be the point of contact with supporters who are fundraising to ensure they have everything they need and attend events when appropriate.
- Develop long term relationships with supporters through outstanding supporter care.
- Be able to give talks to community groups as required.



- Support fundraisers by generating publicity for their activities.
- To manage and grow our income from collection pots through promotion of these in the community and ensuring they are changed on a regular basis.
- Working with the fundraising manager, research, plan and implement new fundraising initiatives.
- Ensure stocks of merchandise are maintained for sale in reception.
- Ensure fundraisers are thanked in an appropriate and timely manner and their donations are administered in line with fundraising procedures.
- Handle general telephone and personal enquiries regarding donations or other fundraising issues.
- Work within The Rosemary Foundation policies and procedures contributing to the delivery of an effective fundraising service that promotes our mission, vision and purpose.
- Be aware of and comply with all relevant policies and procedures including those relating to health and safety, fire safety, data protection, IT and financial instructions.

This job description describes the main duties of the post holder and is not exhaustive and we reserve the right, through consultation, to alter or amend any part.

This job description does not constitute part of the Contract of Employment.

To apply please send your CV to: info@rpfetersfield.org

Closing date: Friday 15th March 2024