

Position:	<i>COMMUNITY FUNDRAISING MANAGER</i>		
Reports to:	Head of Supporter Fundraising	Direct reports:	Community Fundraising team (up to 6 direct reports)
Location:	Rennie House, Unit 3 Tring Industrial Estate, Icknield Way, Tring, Herts, HP23 4JX Travel between all Rennie Grove offices is required on occasion as part of this role	Hours:	37.5 hours per week Flexibility required to attend evening/weekend events

Job Summary: the post holder is expected to

- Overall aim: maximise sustainable community engagement and income in Hertfordshire/Buckinghamshire for Rennie Grove Hospice Care.
- Give strong leadership to the Community Fundraising team at Rennie Grove to deliver the Rennie Grove fundraising budget in this area.
- To set budgets and work with the Head of Supporter Development on the community fundraising strategy.
- Effectively manage current community fundraising initiatives and maximise opportunities to develop new initiatives within the community.
- To work with the team to provide full profitability and operational evaluations of all key community fundraising initiatives and events
- Manage key fundraising groups and ambassadors.
- Line manage and develop the community fundraising team.

Rennie Grove Mission

Our mission is to offer excellent palliative and end-of-life care based around patients and their families both day and night.

Key tasks / duties

Strategic

- Together with the Head of Supporter Fundraising, set goals, priorities and plans to manage the direction of community fundraising for Rennie Grove for the following financial year.
- Maximise opportunities to merge community fundraising initiatives and ensure that best working practice is shared throughout the fundraising team.
- Help develop and lead on a supporter engagement journey for community supporters
- Work with the Community Events Lead to ensure the transition and fulfilment of specific Rennie Grove events into the community fundraising plan.
- Ensure that all key community fundraising initiatives are effectively evaluated. Facilitating the transition, adaptation or withdrawal of activities where relevant, and introducing contingencies where necessary.
- Develop and drive forward new community fundraising initiatives in conjunction with Community Fundraising team and the Head of Supporter Fundraising.

Managerial

- Manage direct reports, carry out individual performance review process for employee reports (annual and mid-year reviews) and support their ongoing professional development by monitoring personal development plans.
- Facilitate skill sharing within the team.

- Perform all people management responsibilities for employees in a timely manner and in accordance with Rennie Grove policies and procedures, including staff induction and probation process, absence management, performance management, disciplinary and grievances.
- Recruit, select and retain staff with the right skills to deliver organisational strategy.
- Review and assess how volunteers may be recruited to support the delivery of team strategic aims and objectives.
- Ensure volunteers are fully integrated within the team and provide ongoing training as required.

Financial

- Agree and monitor fundraising targets for all community fundraising activity.
- Produce financial updates and information for the Head of Fundraising Bucks and Director of Fundraising & Marketing as required.
- Ensure that fundraising expenditure is controlled in line with the approved annual budget.
- Prepare the income and expenditure budgets for community fundraising activity, financial projections and financial management information as required.

General

- Represent Rennie Grove at key community and outside events, donor meetings and presentations (internal and external) where required
- Work closely and cultivate key supporters, members of organisations and public figures.
- Oversee the development and continuation of third party initiatives constantly evaluating for profitability and cost effectiveness.
- In conjunction with the Senior Community Fundraisers, manage, develop and support Rennie Grove Ambassadors.
- Support and drive volunteer recruitment and management within the team
- Manage the stewardship of Rennie Grove Fundraising Groups and attend group meetings when required
- Lead on event safety and legalities for community supporters.
- Work closely with Hospice Lottery Partnership staff to maximise opportunities to promote membership, single ticket sales and scratch card sales at community events.
- Attend events and activities where required to support the wider team.
- Communicate and promote our care within the local community.

Personal / professional

- Comply with all Rennie Grove policies and procedures.
- Maintain and improve professional competence by attending training courses, study days and conferences as appropriate.
- Demonstrate ongoing personal and professional development in accordance with annual Individual Progress Review (IPR) system.
- Attend relevant meetings as appropriate.
- Keep up to date within Community Fundraising within the sector with reference to trends, ways of working, new initiatives and opportunities.
-

Health and safety

- Understand the fire regulations and action to be taken in the event of fire.
- Report any accidents / incidents at work and record adverse incidents as appropriate.
- Understand that preventing healthcare acquired infections and infection control is the responsibility of all staff and that infection control policies and guidance must be followed at all times.
- Adhere to the Safeguarding of Vulnerable Adults and the Safeguarding of Children Policies and Procedures.

- Take all measures to ensure the safety of staff, patients, volunteers, supporters, customers and visitors to Rennie Grove in accordance with the Rennie Grove Health and Safety Policy.

Manual handling and / or heavy lifting	Required for this role. Moving and lifting of equipment required for fundraising activities.
Full, current, valid UK driving licence	Required for this role.
Access to a vehicle which can be used for work purposes	Required for this role.
Car insurance, including business cover	Required for this role.
Disclosure & Barring Service Check (formerly Criminal Records Bureau)	Not required for this role.

Additional information

- This job description will be reviewed as part of the post holder's annual appraisal and is not intended to be a complete list of responsibilities. To meet the ever changing needs of the service you may be required to perform other duties within your capacity, appropriate with your grade, competence, professional qualifications and general level of responsibility within the organisation.
- Rennie Grove believes in providing appropriate training and development for all employees and the post holder will be encouraged to attend appropriate courses (internal and external).
- Rennie Grove is able to provide its high quality service thanks to the enthusiasm and commitment of both its staff and volunteers. We expect all staff to work positively alongside our volunteers and to demonstrate our values by being caring and compassionate; engaging and empowering. We strive for excellence in all we do and we develop and innovate. We respect and value the contributions made by all staff and we are passionate about our cause.
- The post-holder will carry out their duties according to the philosophy of Rennie Grove Hospice Care, acting at all times in such a manner to justify public trust and confidence and to safeguard the interests and confidentiality of individual patients and their families.
- The post-holder should be aware of the confidential nature of the work of Rennie Grove at all times.
- Rennie Grove is a no-smoking organisation.

Person specification	Essential	Desirable
Education, training and qualifications		
• Degree level		Y
• Fundraising and/or management qualification		Y
Experience		
• Minimum of 3 years' experience of fundraising within the community	Y	
• Proven experience of proactively developing new community initiatives	Y	
• Experience of developing relationships with key members of the community	Y	
• Substantial experience of direct line management and developing staff	Y	
• Success as part of a team achieving demanding income goals	Y	
• Relevant experience of setting and controlling budgets	Y	
• Relevant experience of preparing a fundraising strategy and/or business plan		Y
• Experience in talking to press and media		Y
• Proven experience of working effectively in a team	Y	
• Experience of managing volunteers and/or working effectively with volunteers	Y	
Knowledge and skills		
• IT literate (e.g. Word, Excel, Outlook, databases)	Y	
• Excellent written and verbal communication skills	Y	
• Budgets and financial planning	Y	
• Strategy and business planning		Y
• Motivational skills	Y	
• Presentation skills and confident in public speaking	Y	
• Excellent judgement and good decision making skills	Y	
• Outstanding planning, organisational and implementation skills	Y	
• Ability to build relationships with a diverse range of people	Y	
• Strong people management skills	Y	
Personal qualities / other		
• Drive and enthusiasm	Y	
• Ability to work autonomously and as an effective member of a team, using initiative	Y	
• Caring and empathetic approach	Y	
• Excellent interpersonal skills	Y	

Person specification (cont'd)	Essential	Desirable
• Supportive in change management	Y	
• Flexible and adaptable to a variety of tasks	Y	
• Ability to prioritise effectively and produce work to high standards under pressure	Y	
• Commitment to Rennie Grove mission and aims	Y	
• Ability to maintain confidentiality	Y	