

PERSON SPECIFICATION



Job title: Community Engagement Lead
Department: Fundraising
Responsible to: Head of Fundraising
Grade: M2

Job Purpose

We are looking for an exceptional leader and relationship builder to lead our Community Engagement Team. This role will take the lead on Corporate Fundraising and will manage and grow all aspects of Community and Event income for the Hospice within North Hampshire with the support of a Community Engagement Fundraiser, Events Manager and Fundraising Assistant.

At St. Michael's Hospice we are privileged to have dedicated supporters and volunteers who support us year on year through attending or supporting our Hospice and Community-Led events. We are looking for someone to help us to build and grow these relationships to increase income and participation in Hospice-Led events and to also support our corporate, community, and volunteer partners to reach their fundraising potential.

The post holder is responsible for delivering on budgetary targets whilst positively increasing the profile of the Hospice throughout North Hampshire.

Requirements	Essential	Desirable	Evidence
Education/ Qualifications	<ul style="list-style-type: none"> • Maths and English GCSE or equivalent 	<ul style="list-style-type: none"> • Fundraising qualification 	CV / Application Form Certificates
Previous Experience	<ul style="list-style-type: none"> • A minimum of 2 years line management experience • Proven experience of prospect management • Proven experience of winning new business • Proven experience of effective supporter/customer stewardship 	<ul style="list-style-type: none"> • Charity fundraising experience especially Community, Corporate or Events fundraising or experience working in CSR/ Business Development or similar • Creating a strategy • Working in a Hospice or health sector 	CV / Application Form Interview References

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	<ul style="list-style-type: none"> • Proven experience of effective account management • Setting Budgets • Independently generating income or working towards targets • Establishing and maintaining good relationships with internal and external stakeholders • Working collaboratively as part of a team 	<ul style="list-style-type: none"> • Working with Volunteers • Experience of public speaking 	
Skills, Knowledge, Abilities	<ul style="list-style-type: none"> • Ability to work on own initiative and seek support and advice from line manager and peers in other hospices as support • A persuasive and natural communicator who is able to present and talk passionately and appropriately about the Hospice • An ability to set priorities and meet deadlines. • Excellent written and verbal communication skills • Good knowledge of MS Office products 	<ul style="list-style-type: none"> • Good ability to proof-read • Experience of using CRM databases – preferably Raisers Edge 	CV / Application Form Interview References
Attitude, Aptitudes & Personal Characteristics	<ul style="list-style-type: none"> • A flexible approach to work • A commitment to equal opportunities and diversity • Drive and enthusiasm and a can-do attitude • Outstanding networking and negotiation skills • Proactive • Professional 		Interview References

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Other requirements (e.g., on-call/driving licence/shifts)	<ul style="list-style-type: none"> • Full driving licence • Able to work evenings and weekends as required 		
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Reviewed by:	Sarah Shearman Head of Fundraising	Date:	11-2024
Signed by employee:		Date:	