



Nightingale House Hospice  
Hospis Tŷ'r Eos

### Job Description

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| <b>Job Title</b>   | <b>Corporate Partnerships Officer</b>             |
| <b>Line Manager</b>  | <b>Corporate &amp; Donor Relationship Manager</b> |
| <b>Contracted Hours</b>  | <b>Flexible Hours   Minimum 24 Hours Per Week</b> |
| <b>Salary</b>  | <b>Dependent on Experience</b>                    |
| <b>Primary Location</b>  | <b>Nightingale House Hospice</b>                  |
| <b>Job Summary</b><br><br>Corporate Partnerships Officer will assist with the planning and delivery of fundraising campaigns for local businesses, recruiting new supporters, and developing relationships with existing partners. The role supports the Corporate & Donor relationship Manager in maximising participation in campaigns by working effectively with existing business partners in the local area and recruiting new partners. |   |

### Key Responsibilities

- Develop and manage meaningful relationships with corporate partners, ensuring long-term engagement.
- To work closely with the Corporate & Donor Relationship Manager to contribute to the generation of new ideas for corporate Hospice fundraising initiatives.
- Support the planning and delivery of corporate fundraising campaigns.
- Represent Nightingale House Hospice at networking events to increase awareness and build connections.
- Work with internal teams to create impactful partnership opportunities, including sponsorship, payroll giving, and corporate volunteering.

- Promote hospice events and initiatives to corporate supporters, maximising engagement.
- Coordinate and lead corporate volunteering days, ensuring a smooth and rewarding experience.
- Assist with marketing and communications, including drafting press releases and supporting campaign promotions.
- Maintain accurate financial and supporter records on the donor database.
- Work alongside volunteers and the wider fundraising team to support hospice initiatives.
- **Other Duties and Responsibilities**
  - To ensure that accurate and up to date financial and supporter records are maintained and accessible on the donor database by yourself and the team.
  - To work alongside the Volunteer Manager and the Community team to recruit and manage volunteers for specific fundraising activities and events.
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  - Work alongside the Marketing Team for Fundraising communications
  - To comply with departmental processes and procedures with regards to the acceptance/banking/thanking of donations
  - To provide the Corporate & Donor Relationship Manager with monthly progress reports
  - Working as part of the income generation team help to develop new fundraising initiatives and events.
  - To attend local and regional fundraising activities as required
  - To comply with Fundraising regulations and adhere to best practise as outlined by the Institute of Fundraising
  - To comply with data protection (GDPR) legislation

## **General Requirements**

**This post is subject to the Terms and Conditions of employment of the Hospice as specified in the staff handbook**

### **Competence**

You are responsible for limiting your actions to those that you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager / supervisor.

### **Risk Management**

It is a standard element of the role and responsibility of all staff of the Hospice that they fulfil a proactive role towards the management of risk in all their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards. It is a requirement that you adhere to Nightingale House Hospice Policies, Procedures, Protocols and guidelines at all times.

### **Health and Safety Requirements of the Hospice**

All employees of the Hospice have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Hospice to meet its own legal duties including attendance at mandatory training updates and to report any hazardous situations or defective equipment.

### **Confidentiality**

All employees of the Hospice are required to maintain the confidentiality of members of the public and members of staff in accordance with Hospice policies.

### **Record keeping**

All employees are responsible for ensuring records are created and maintained in accordance with hospice policy.

### **Flexibility Statement**

The content of this Job Description represents an outline of the post only and is therefore not a final list of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

**The post is subject to an enhanced disclosure check with the Criminal Records Bureau (CRB).**

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Date Prepared:

Employee's Name: .....

Prepared By:

Employee's Signature: .....

Date: .....

## PERSON SPECIFICATION

**JOB TITLE:** Corporate Partnerships Fundraiser

|  | ESSENTIAL   | DESIRABLE   | METHOD OF ASSESSMENT  |
|--|---|---|---|
| <b>QUALIFICATIONS</b>                    | <ul style="list-style-type: none"> <li>GCSE or equivalent C grade or above in English and Maths</li> </ul>  | <ul style="list-style-type: none"> <li>Business or Fundraising Qualification</li> <li>degree qualification or equivalent</li> </ul>   | Application Form  |
| <b>EXPERIENCE</b>                        | <ul style="list-style-type: none"> <li>Proven fundraising experience.</li> <li>Experience working with volunteers</li> <li>Experience working in B2B sales</li> <li>Proven track record of achieving financial and non-financial targets</li> <li>Networking experience</li> <li>Experience of excellent relationship management</li> <li>Understanding of Budgeting</li> </ul> | <ul style="list-style-type: none"> <li>Experience of working in the charity sector</li> <li>Working with local communities and businesses</li> </ul>  | Application form / Interview                                    |
| <b>SKILLS</b>                            | <ul style="list-style-type: none"> <li>Strong organisational and interpersonal skills.</li> <li>Excellent verbal and written communication skills</li> <li>Ability to communicate effectively with volunteers.</li> <li>IT literate: MS office</li> <li>Time management skills</li> <li>Excellent Presentation skills</li> <li>Excellent negotiating skills</li> </ul>          | <ul style="list-style-type: none"> <li>Use of specific fundraising/donor database</li> <li>Numerical skills for budget purposes and event planning</li> </ul>   | Application form<br>Interview/<br><br>Presentation at interview |
| <b>KNOWLEDGE</b>                         | <ul style="list-style-type: none"> <li>Good knowledge of hospice sector</li> <li>Good knowledge of local commercial operators</li> </ul>  | <ul style="list-style-type: none"> <li>Knowledge of the Fundraising Regulator</li> <li>Knowledge of donor databases</li> <li>Knowledge of GDPR</li> <li>Good knowledge of Institute of Fundraising</li> </ul> | Application form / Interview                                    |
| <b>PERSONAL QUALITIES (Demonstrable)</b> | <ul style="list-style-type: none"> <li>Kind and sensitive nature</li> <li>Team player</li> <li>Ability to use own initiative</li> <li>Ability to work under pressure and to tight deadlines.</li> <li>Ability to project manage</li> <li>Enthusiastic - positive attitude</li> <li>Willingness to learn</li> </ul>  | <ul style="list-style-type: none"> <li>Creativity</li> </ul>  | Application form / Interview                                    |
| <b>OTHER RELEVANT REQUIREMENTS</b>       | <ul style="list-style-type: none"> <li>Flexible approach to work</li> <li>Willingness to attend events outside of normal working hours</li> <li>Must hold full driving licence</li> </ul>   |   | Application form / Interview                                    |

**Prepared By:**  
**Employee's Name:**

**Date:**

**Employee's Signature:**

**Date:**

