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**Events Fundraiser Coordinator (Maternity Cover)**

**Nightingale House Hospice, Wrexham**

**30 - 37.5 Hours (Flexible)**

**Salary: £24,000-£25,500 (for 37.5 hours)**

**Contract: Maternity Cover (Fixed-Term)**

Nightingale House Hospice is entering a very exciting part of its development and we need a Community Fundraiser-Coordinator to join our team who will help us connect with the communities that we serve and share our development ideas with that community. **Are you that person?**

You could be the person that makes a difference in the community on behalf of the hospice and develops meaningful and valuable relationships with our supporters whether they are those who have supported us for many years or those we have yet to meet? **Are you that person?**

Do you enjoy meeting new people? Do you have a good knowledge of the communities that we support? Do you enjoy changing working environments – one day out on the road all day, the next at your desk? Do you enjoy supporting and encouraging others? Do you enjoy having responsibility for delivering your own portfolio of work but having support from your colleagues when the times get a bit tough?

**Are you that person?** Then look no further!

We are ideally looking for a professional with passion and transferable skills, events coordination requires a range of skills. Many of the skills used to plan, coordinate and execute successful events are transferable. Key skills for effective event management include:

* Organisation
* Communication
* Attention to detail
* Budget management
* Problem solving
* Collaboration and teamwork
* Flexibility and adaptability
* Creativity and innovation
* Negotiation and networking
* Customer service
* Marketing and promotion
* Technology proficiency

**Ideally the successful candidate should have;**

* The ability to empathise and experience building relationships
* Excellent verbal, written and listening skills
* Experience of working to achieve and exceed financial targets
* Experience of working in the charity sector
* Be exceptionally organised with good time management skills

**Key Responsibilities**

* To be responsible for organising and managing specific fundraising events and achieving the financial targets for these events
* To generate new innovative event fundraising ideas
* Record and manage the income and expenditure of all events, ensuring all events are financially viable
* To organise the marketing strategy of each fundraising event that you are responsible for, ensuring it receives maximum coverage
* Work alongside the Marketing Team to develop press releases, social media activity and website pages to promote events and to generate funds
* To support colleagues within the community team including supporting them with the promotion of campaigns and operation/assisting them when required

***About the Charity –*** Nightingale House Hospice provides care and support for patients and families living with a life limiting illness. We provide care across a wide stretching area from Wrexham, Flintshire and East Denbighshire to Barmouth and the border towns including Oswestry and Whitchurch. Our ambitious plans mean we need to raise over £4 million each year: something we do with the huge support from of our local community.

***Up for the challenge? Here is your chance for a new and exciting career!***

For further information about this post and details on how to apply, please view our website on [www.nightingalehouse.co.uk](http://www.nightingalehouse.co.uk) or contact **HR** at; **HR@nightingalehouse.co.uk**

**Closing date:**  **5th November 2024**

Nightingale House Hospice is committed to providing equal opportunities in employment. Registered Charity No: 1035600