ST DAVID'S HOSPICE JOB DESCRIPTION

Job Title: In Memory & Challenge Fundraiser
Responsible to: Fundraising, Events & Campaigns Manager

PURPOSE OF THE ROLE:

The In Memory & Challenge Fundraiser will secure sustainable funding for St David's Hospice by developing relationships with individual supporters and implementing effective fundraising strategies. The role will focus on in-memory giving, tribute funds, challenge fundraising, and the Hospice Heroes campaign.

This role is crucial for maintaining high-quality palliative care services and enhancing donor loyalty to ensure the hospice's financial stability and growth.

DIMENSIONS & LIMITS OF AUTHORITY:

Working Hours: 28 hours per week

Working Environment: Office-based across Llandudno and Bangor, with community-based work and one working-from-home day per week

MAIN DUTIES AND RESPONSIBILITIES:

- **Increase income from in memory and challenge fundraising across Conwy, Gwynedd, and Anglesey, including tribute funds, runs, walks, treks, abseils, skydives, and overseas challenges.**
- **Manage and develop tribute funds, in memory giving, and challenge fundraising activity, including supporters taking part in Hospice Heroes.**
- **Create targeted fundraising campaigns to attract and retain supporters for in-memory giving, challenge fundraising, and Hospice Heroes participation.**
- **Lead and support key in memory fundraising campaigns and appeals, including Tree of Lights and Memories Meadow, ensuring sensitive delivery, excellent supporter care, and maximised income.**
- **Work collaboratively with colleagues and external providers to deliver fundraising campaigns and events, including supporting the Events Fundraiser with the delivery of key in memory events, such as the Moonlight Walk, and in memory campaigns including Memories Meadow and Tree of Lights.**

- **Develop and grow the hospice's in memory, challenge, and Hospice Heroes income streams to meet and exceed agreed financial goals.**
- **Engage new and existing fundraisers to support St David's Hospice through sponsored challenges and activities. Support the organisation and delivery of Hospice Heroes recognition initiatives, including the Annual Awards Ceremony.**
- **Maintain excellent stewardship and supporter care, recognising the sensitive nature of in memory fundraising alongside motivational support for challenge fundraisers.**
- **Work with local, national, and international providers to create accessible and inclusive challenge fundraising opportunities.**
- **Ensure high standards of supporter care and accurate record keeping. Attend cheque presentations and supporter or memorial occasions to personally thank donors and fundraisers.**
- **Propose new ideas and opportunities to enhance in memory, challenge, and Hospice Heroes fundraising to the Fundraising, Events & Campaigns Manager.**
- **Promote other income generation opportunities such as regular giving, lottery, retail, and legacies, where appropriate and sensitively.**
- **Support the overall fundraising goals of St David's Hospice and work collaboratively as a positive and adaptable team player.**

PERSON SPECIFICATION:

	Essential	Desirable
Education, Training & Qualifications:	• GCSEs in English and Maths	
Knowledge & Experience:	• Experience working towards targets • Experience organising events or campaigns • Experience providing supporter or customer care • Experience working within a charity or non-profit environment	• Experience working in fundraising • Experience of in-memory fundraising • Experience of challenge or event fundraising

Skills & Attributes:	• **Accurate record keeping** • **Highly motivated and results oriented** • **Sensitive and empathetic approach** • **Ability to work independently and as part of a team** • **Creative and innovative thinker** • **Strong interpersonal skills with the ability to build and maintain relationships**	• **Creative thinking for developing fundraising strategies** • **Proficient in using MS Office software and databases**