Job Description

Job Title: Philanthropy and Fundraising Manager

Hours: 37.5

Location: Rowcroft Hospice, Rainbow House, Ella's Gardens, Torquay

Reporting to: Director of Marketing and Fundraising

Job purpose: Our Vision is to make every day the best day possible for patients, and those closest to them, living with life-limiting illnesses in South Devon. As Philanthropy and Fundraising Manager, you will deliver this by leading and inspiring our philanthropy and community fundraising team to grow sustainable income, develop meaningful relationships with supporters and partners, and inspire more people across our community to support Rowcroft's work.

Our Values: Honesty & Integrity Generosity of Spirit Respect Team Player

Key Roles and Responsibilities

1. **Strategic income growth**

- Be accountable for achieving agreed income targets across trusts, corporate partnerships, mid and high-value giving, community fundraising and challenge events.
- Develop and deliver clear fundraising plans, using insight and performance to prioritise opportunities and resources for sustainable growth.
- Monitor income, expenditure and forecasts, identifying risks and opportunities and taking timely action.
- Lead key projects and innovative fundraising activity that generates unrestricted income, attracts new supporters and strengthens long-term engagement.

2. **Philanthropy, partnerships and supporter engagement**

- Personally cultivate and steward key high-value donors, prospects and partners, securing significant gifts and partnerships for Rowcroft.
- Develop compelling trust, major donor and corporate propositions in collaboration with colleagues across Rowcroft.
- Ensure high standards of donor care and stewardship, building lasting relationships and maximising long-term supporter value.



- Act as a confident and credible ambassador and spokesperson for Rowcroft at donor and supporter events, presentations, networking opportunities and other external engagements.
- Ensure fundraising activity meets relevant regulatory, professional and Rowcroft standards.

3. **Leadership, performance and team development**

- Lead, inspire and develop the Philanthropy and Fundraising team, creating clear priorities and fostering an inclusive, collaborative culture that encourages ownership, learning and continuous improvement.
- Provide effective line management through clear objectives, regular feedback, coaching and professional development.
- Coordinate priorities, workloads and forward plans to make effective use of team capacity and ensure high-quality delivery.

4. **Planning, systems and insight**

- Develop effective ways of working that support forward planning, pipeline management, collaboration and clear ownership.
- Use CRM data and insight to manage fundraising pipelines, understand performance and inform decision-making.
- Ensure significant campaigns, events and fundraising initiatives are effectively planned, managed and evaluated.

5. **Organisational leadership and collaboration**

- Work collaboratively across Rowcroft to develop integrated fundraising opportunities and support a strong internal culture of fundraising.
- Provide timely information and insight to the Director of Marketing and Fundraising to support decision-making, reporting and planning.
- Act as a deputy for the Director of Marketing and Fundraising when required.
- Promote a culture of continuous learning and development and wellbeing. Identify your own learning and development needs and ensure your mandatory and essential training is up to date. Play an active part in team meetings. Help to create an environment that is continually critically questioning practice and promoting learning.
- Take reasonable care for your own safety and the safety of others. Adhere to all Health & Safety requirements, including Covid-19 secure processes and procedures.

This list can never be exhaustive and is subject to change in line with the evolving needs of the organisation but covers most of the work you'll be doing - always with talent, initiative and a commitment to great customer service.



Infection Prevention

All Rowcroft Hospice employees are required to adhere to the Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times to reduce the burden of Healthcare Associated Infections including MRSA.

You agree to:

- Decontaminate your hands prior to and after direct patient care or contact with the patient's surroundings
- Take part in mandatory infection control training provided
- Responsibly manage your own infections that may be transmittable to patients, including to contact Occupational Health for guidance.

Place of Work

This role has been identified as an on-site worker (works at a Rowcroft site for the majority of their working time). This will be fully discussed and agreed with the postholder to meet individual and business needs. Due to the nature of the role some early mornings, evenings and weekend work will be required. The geography and public transport available in the area also mean a driving licence and access to the use of a car will also be required.

PERSON SPECIFICATION
Philanthropy and Fundraising Manager

Attributes	Essential	Desirable
Qualifications and Training	• Relevant professional development in fundraising, leadership or management, gained through formal learning or substantial practical experience.	• Relevant fundraising or management qualification, or membership of the Chartered Institute of Fundraising.
Knowledge and Skills	• Strong knowledge of relationship fundraising, donor care and stewardship across at least two of the following: philanthropy or major giving, trusts, corporate partnerships, community fundraising or challenge events. • Ability to translate strategic objectives into clear, prioritised fundraising plans. • Strong financial and analytical skills, including budgeting, forecasting and monitoring performance against targets. • Ability to use CRM information and fundraising insight to manage pipelines, inform decisions and prioritise resources. • Excellent communication, influencing and relationship-building skills, with the confidence to represent Rowcroft effectively with external audiences. • Understanding of ethical fundraising practice and relevant professional standards.	• Knowledge of South Devon and its local business, community and philanthropic networks. • Knowledge of fundraising within a hospice, health or social care environment.
Experience	• Demonstrable track record of achieving fundraising income growth and challenging income targets. • Significant experience of developing and managing relationships with donors, partners or supporters. • Proven experience of leading and developing a fundraising team, setting	• Experience of securing significant five-figure or higher gifts, grants or partnerships. • Experience of leading cross-organisational fundraising projects or campaigns.



	clear objectives and enabling effective delivery. • Experience of improving fundraising plans, processes or ways of working.	• Experience of fundraising within a hospice, health, social care or other cause-led charity.
Personal Requirements	• A collaborative and supportive leadership style, with the confidence to give constructive feedback and navigate difficult conversations appropriately. • A proactive and organised approach, with sound judgement and the ability to balance competing priorities. • Confidence and credibility to act as an ambassador and spokesperson for Rowcroft. • Leadership through creative problem solving, a positive can-do attitude and a willingness and desire to ensure all who come into contact with Rowcroft have the best possible experience. • Proven ability to be part of a committed and hardworking team in line with the ethics and values of Rowcroft Hospice, acting in the best interests of Rowcroft at all times. • Driving licence and access to a vehicle.	• Willing and able to volunteer for a minimum of one Rowcroft event each year.