



<b>Job Title:</b>	<b>Individual Giving Executive</b>
<b>Date:</b>	September 2018
<b>Reporting to:</b>	Senior Consultant
<b>Usual Place of Work:</b>	Royal Trinity Hospice, Clapham
<b>Hours of Work:</b>	37.5 hours per week
<b>Salary:</b>	Circa £25,000
<b>Closing Date:</b>	Friday 21 September 2018
<b>Interviews:</b>	Thursday 4 October / Friday 5 October (TBC)

### **Background**

We are the UK's leading fundraising consultancy - with decades of experience managing successful annual, capital and legacy campaigns for thousands of charities and not-for-profit organisations.

Our clients recognise Compton as 'the trusted name in fundraising', thanks to the transformational contributions we make.

We are proud of our history and track record, and the 'Compton Way' continues to deliver extraordinary fundraising results, even in today's challenging operational and economic conditions.

Although there might be scope to work across multiple clients in the long term, this role will initially be based at **Royal Trinity Hospice** in Clapham. We have worked with Trinity, the UK's oldest hospice, since 1999. You will work alongside a team of Compton consultants. The Individual Giving team are just two people, this role and a Senior Fundraiser.

### **Job Summary**

We are looking for an **Individual Giving Executive** to join our successful fundraising team, initially being based at Royal Trinity Hospice, Clapham.

This is a newly created position, designed to grow our **Individual Giving** activity and income. Trinity has a class-leading reputation in their local community and as a Fundraising team we are here to support people who want to fundraise for them. Trinity receives a significant amount of income from In Memoriam and Legacy giving, meaning there is a large focus on these areas, but we still see ourselves as Individual Giving fundraisers, looking to solicit donations from individuals via post, social, digital and potentially lottery and raffles in the future. We also have a regular number of visitors to the Hospice who we talk to face-to-face about donations.

Compassion is vital at Trinity, we expect all Fundraisers to be able to support our donors in the same exceptional way as our clinical teams support our patients. Within the Individual Giving

team we deal with supporters who donate £5 to those who have capacity to donate over £1m and they are all treated with the best care.

Whilst the majority of this role will be campaign planning, there will also be a need for first class supporter care and administration skills.

### **Responsibilities**

- To increase income, support and awareness for the Hospice amongst individual supporters.
- To assist the **Senior Fundraiser – Individual Giving** to deliver effective Individual Giving appeals, from conception through to results analysis.
- Calmly deal with competing deadlines and be able to spot clashes early, suggesting evasive action.
- Assist in all aspects of campaign delivery across data, copy and print, meaning a sense of order and priority will be essential.
- Initiating and maintaining excellent external relationships, such as supporters, printers, designers and suppliers.
- Initiating and maintaining excellent internal relationships, such as Fundraising colleagues, the Communications team, and the Hospice clinical teams.
- To inspire new supporters while maintaining and developing relationships with existing supporters. Identifying where possible, potential high net worth individuals and share these with the rest of the Fundraising team.
- To provide excellent donor care for all campaigns, including dealing with complaints and queries.
- To ensure that accurate and up to date records are maintained and accessible, including using Raiser's Edge.

Like most clients, Trinity sometimes host events which fall outside of office hours; as a vital member of the team we'd love the successful candidate to attend these events where possible.

You will need to be prepared to travel throughout the area as required.

This summary outlines the main functions and responsibilities of the post. The post holder may be required to undertake additional duties as required, commensurate with the level of the job.

**To apply, please submit your CV and up to two sides of A4, explaining why you are applying: [pbaird@comptonfundraising.co.uk](mailto:pbaird@comptonfundraising.co.uk)**