

## Freelance Partnerships Fundraiser (Corporates & Trusts) (2 days per week initially)

### 1 Background

1.1 Greenfingers is a national charity dedicated to creating beautiful, well-designed outdoor spaces for children, who spend time in hospices, to enjoy with family, friends and siblings, whether through play and fun, or therapeutic rest and relaxation. To date Greenfingers has created 53 inspiring gardens in hospices around the country, and has a further waiting list of hospices that need help.

Greenfingers Charity is driven by the belief that time spent outdoors, away from the bedside, can offer children and families under considerable stress a vital opportunity to embrace the benefits of being in the fresh air and engaging with the natural environment. The charity is committed to creating specially designed, stimulating garden spaces that can bring many benefits to children with life-limiting conditions.

1.2 The Fundraising & Communications department is structured to function as a mutually-supporting team. We seek to optimise the skills of team members, both paid staff, freelance contractors and volunteers, and support and develop each team member in their work. Greenfingers has an opportunistic and enthusiastic approach to fundraising and communications and works to high ethical standards. It also strives for high levels of efficiency and quality and is driven by cause-led and relationship-focused strategies, backed up by appropriate and imaginative use of IT and communications.

1.2 Greenfingers Charity has ambitious plans to create more gardens for children in hospices, and their families, to enjoy. The Partnerships Fundraiser, will work closely with the Head of Fundraising and Communication to increase income from Companies and Grant Making Trusts. The role will enable Greenfingers Charity to build on its excellent track record, ensuring its aims, policies, development and objectives are achieved. The post holder will be an enthusiastic, proactive individual, providing a crucial contribution to Greenfingers Fundraising strategy. Excellent standards of presentation, written and verbal communication and at least two years partnership fundraising experience are essential for this role.

### 2 Accountability:

Responsible on a day to day basis to the Head of Fundraising & Communications.

### 3 Responsibilities and Key tasks:

- 3.1 Work with the Head of Fundraising & Communications to:
- I. Research and write funding applications to Grant Making Trusts and Foundations (Trusts and Corporate)
  - II. Write monitoring reports as required
  - III. Research new Corporate opportunities and write bespoke Corporate Partnership Proposals, including Charity of the Year, sponsorship packages etc.
  - IV. Support key corporate partnerships
  - V. Work to agreed targets and objectives
  - VI. Attend meetings and support fundraising events and exhibitions as required
  - VII. to ensure branding and key messages are consistent throughout the organisation and those
  - VIII. Maintain the Greenfingers database to a high standard ensuring records are kept up to date

3.2.1 To contribute to the effective operation of the Team

- I. Adhere to the Charities Act and other legislation (e.g. Lotteries and Gaming Board Act) in the execution of any fundraising activity, to ensure that all necessary agreements are in place prior to proceeding (e.g. Commercial Participator Agreements).
- 3.3 To ensure a professional and excellent service is maintained:
- I. maintain effective networks and foster good communications with all principal supporters, stakeholders and the hospice communities we work with.
  - II. Maintain an understanding of budgets to ensure that targeted cost/income ratios for each individual project are achieved.
4. Supervision, Training and Development
- I. To receive supervision regarding work undertaken within the Fundraising & Communications Team.
  - II. The freelance post holder can expect the support of all members of Greenfingers Charity.
  - III. This freelance post will be subject to regular reviews and any amendments will be made in consultation and agreement with the freelance post holder.

**5. Key Relationships**

Head of Fundraising & Communications, Financial Controller, Fundraising & Communications Team, Freelance Contractors, Supporters, Volunteers and Trustees.