

Director of Fundraising

Candidate Information Pack



Polly Symondson Recruitment

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Dear Applicant,

Thank you for your interest in this new and exciting role. Harlington Hospice benchmark low on our fundraising income and following some years of financial pressures where investment would have difficult the Board agreed that we need to fund new team members to increase our income generation. We have a very small (but mighty) fundraising and comms team right now – which means that there is a culture where fundraising is seen as integral to our purpose, and everyone’s responsibility. As we grow our capacity and capability we don’t want to lose this shared ownership with our frontline teams.

Our growth needs to be sustainable and over the long term. We want to bring in more income through fundraising but we want that to be done in a structured and repeatable way to avoid the ‘boom and bust’ that is risky for our ongoing resilience. The postholder will report to the Chief Exec and have a large amount of autonomy to shape the fundraising strategy, the team and then deliver. We are excited to bring in experience and professionalism to the team - a gap in our current skill set. But a cultural fit will also be important - we need someone who can work through and with others – a true team worker.

You may have noted that our current Chief Exec is moving on- for family reasons. The recruitment of this post and wider investment in fundraising was a key priority for her as part of getting the organisation ready for the next phase. She will be with us through the spring to ensure a good transition to new leadership – who we hope to involve in the fundraising recruitment.

Next year is the hospice’s 50th anniversary. We will take the opportunity to celebrate and reflect. 2027 will be a great time to join the team and a springboard into future growth.

Michael Breen, Chair of Trustees



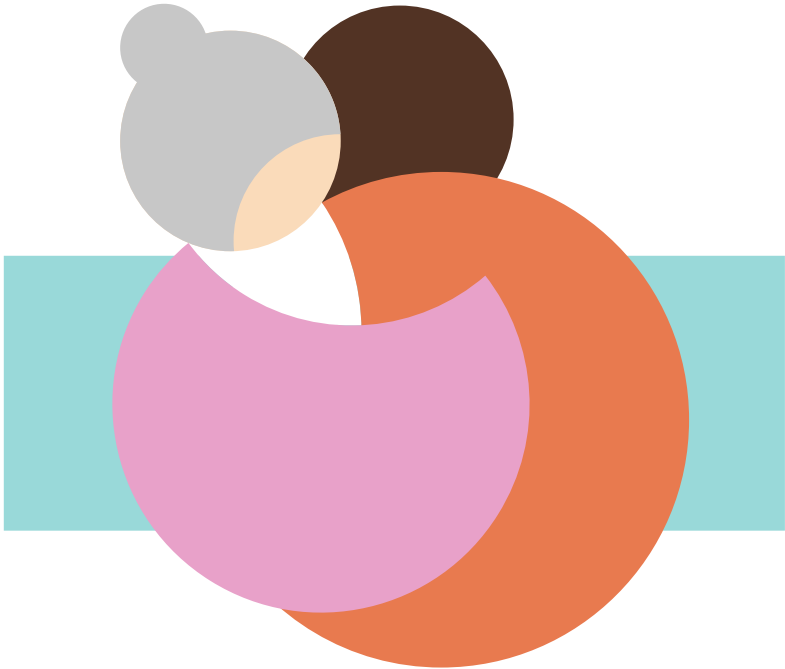
About us

Harlington Hospice and our inpatient hospice, Michael Sobell House are here to support people living with serious or terminal illness in the London Borough of Hillingdon and surrounding areas.

We believe that everybody living in our local community should be able to access the care and support they need to be able to live each of their days in their own way, to the fullest.

We support people both in their homes and within our in-patient hospice.

Harlington Hospice and Michael Sobell Hospice merged operations in 2023. Merging has allowed us to join up the expertise previously spread between the teams at Harlington Hospice's and Michael Sobell Hospice.



Our core principles

Our purpose

To support those in our community living with serious or terminal illness to live each of their days in their own way, to the fullest.

Our vision

Where everyone living with serious or terminal illness is treated as an individual and supported to live with their illness in a positive way.

Our values

Collaborative

We're inclusive and diverse and never overlook the value of others' views and perspectives in creating more individualised care. We share our own and learn from other's best practice.

Responsive

We are embedded in our local community and exist to respond to their needs. We go above and beyond to find the right answers for whoever needs our help.

Thoughtful

We think not only about the most effective medical practice, but also about what is helpful for our patients.

Courageous

We're there at people's hardest moments in life and we're a pillar of strength for them when they need us.

About the role

This is a new role which the successful candidate can make their own. We are searching for an exceptional fundraising leader who can create a fundraising strategy to ensure we deliver our organisational ambitions. We need someone who is equally comfortable setting direction and rolling up their sleeves and working with the team. Someone who brings energy, drive and ambition. This leadership role will be the most senior Fundraising team member reporting directly to the Chief Executive



Role Responsibilities

Fundraising

- Lead the development and delivery of Harlington Hospice’s fundraising strategy, overseeing a diverse portfolio of income streams, including major donors, trusts and foundations, corporate partnerships, individual giving (including regular giving), legacies, community fundraising, events, and lottery with a clear plan for long-term sustainability.
- Develop and oversee digital and online fundraising activity, working with colleagues to grow this channel.
- Ensure a high-quality donor and supporter experience, overseeing the stewardship approach and effective use of the CRM/database to support donor retention and growth.

Reporting and Finance

- Have full financial oversight of the charity’s fundraising income, including setting, managing, monitoring and reporting on income budgets and fundraising expenditure budgets.
- Manage restricted and unrestricted funds effectively, ensuring that income recording is accurate and compliant.
- Set, deliver and monitor the fundraising business plan, managing KPIs, targets and risks.
- Ensure the charity is compliant with all relevant legislation and internal policies, including the fundraising code of practice, GDPR legislation, employment law and safeguarding practice.

Senior Leadership

- Lead on fundraising reporting for the Board of Trustees, delivering clear, strategic progress reports.
- Lead the set up and functioning of an agreed new Income Generation sub group of the Board
- Serve as an active, collaborative member of the leadership team, contributing to the wider strategic direction, risk management and governance of the charity.
- Foster a unified working relationship between the fundraising team and the frontline and corporate teams.
- Personally manage and steward key strategic relationships with major individual donors (HNWIs), senior corporate partners, local leaders and key grant makers.
- Act as a visible ambassador for the hospice, building relationships with sector bodies and local partners to raise the charity’s profile.

- Hold lead responsibility for safeguarding within the fundraising function, ensuring the team understands and applies safeguarding practice in all donor- and community-facing work.
- Ensure fundraising data practices across the team comply with UK GDPR and the Fundraising Regulator’s Code of Practice.

Team leadership

- Lead, inspire and develop the fundraising team, taking overall responsibility for establishing and hitting income targets.
- Build a high-performance, collaborative culture that is ambitious, proactive and grounded in the values of the organisation.
- Provide strong line management to your direct reports: setting objectives, supporting development and holding the bar high.
- Implement regular team meetings, annual appraisals, and clear Key Performance Indicators (KPIs) to ensure staff are highly motivated and achieving personal and organisational objectives.
- Oversee the recruitment, support and recognition of fundraising volunteers, ensuring they are valued and effectively deployed across events, community and HQ activity.
- Lead by example in work ethic, results and living the values of Harlington Hospice every day.

Note: no formal qualifications have been included as essential or desirable criteria, to avoid creating unnecessary barriers to application.



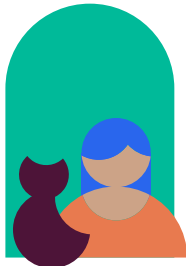
Person Specification

- Significant experience in a senior fundraising leadership role.
- Experience of creating and delivering successful fundraising strategies with a proven track record of achieving income targets.
- Comfortable working across a range of income streams including trusts & foundations, major donors, individual giving, corporate, and statutory funding.
- An understanding of the role that communications, marketing and digital engagement play in supporter acquisition, retention and sustainable income growth.
- A genuine track record of building and leading high-performing fundraising teams.
- Strong financial and business management skills.
- Demonstrable success in driving sustainable income growth across a diverse fundraising portfolio.
- Direct experience in personally securing and managing high-value relationships across individuals, Corporate Partnerships and Grant-Making Trusts.
- Outstanding written and verbal communication skills, with a distinct talent for storytelling.
- Experience of working collaboratively with senior colleagues to achieve organisational goals.
- Able to motivate and inspire. Building relationships at all levels and provide consistent and high-quality support.
- Ability to move seamlessly between strategic functions and hands-on day-to-day activity.
- Capable of working independently, prioritise competing tasks and meeting deadlines.
- IT skills including use of Microsoft office tools and CRM database or similar including inputting and extracting data.



Terms of Employment

Position:	Director of Fundraising
Reporting to:	Chief Executive
Direct reports:	3 staff; 1 FT/2 PT (with agreement to recruit further team members)
Salary:	£64,000-£70,000
Location:	Hybrid – 3 days people facing (in community or HO at Mount Vernon Hospital) 2 days remote
Hours:	37.5 (we welcome flexible working and are open to discussion of different models; job share, part time or 4 days)
Annual leave:	25 days, plus public bank holidays
Maternity/paternity/ carers allowance	Maternity pay (also applies to adoption leave): 6 months continuous service at 15 weeks pre-birth: 6 weeks of SMP @ 90% earnings, 15 weeks of half pay and then SMP.
Pension:	Scottish Widows
Any other benefits:	Onsite canteen with subsidised meals, Discounts in Hospice Charity shops, NHS Blue Light card and discounts, Subsidised parking.



How to Apply

Please provide a CV detailing your skills and experience and a supporting statement outlining how your experience matches the person specification and why you are the right person for the job. We recognise that some of your experience may be from unpaid roles as well as paid employment – please include any voluntary work if it helps to show why you are the right candidate for the job.

At PSR we do understand that Artificial Intelligence platforms can be a useful tool in assisting with research for an application, however we request that your supporting statement is not written using AI to ensure that your authentic voice and communication style is present. Any personal statements found to be AI generated will be discounted and a new version requested in order to progress an application.

Please email your supporting statement and CV to info@pollysymondsonrecruitment.co.uk quoting **ref: 2673**

Application deadline: **13th November**

Initial interviews with PSR will take place online on: **16th/17th November**

Shortlisted candidates will be invited to an interview on: **27th November**

We actively encourage applicants from diverse backgrounds especially from ethnically diverse, LGBTQ+ and disabled communities as well as those with lived experiences of tackling inequalities, as we believe diverse voices are instrumental in creating transformational change.

Harlington Hospice, in compliance with the Equality Act 2010, will seek to make reasonable adjustments to overcome barriers to employment caused by disability and/or neurodiversity, and encourages applications from these candidates. If you need any reasonable adjustments please contact PSR on 01242 691683. We guarantee to offer an interview to those with a disability who meet the minimum criteria.

Recruiting Applicants with Criminal Records: Applicants with criminal records are welcome to apply for roles at Harlington Hospice. Advice and guidance on disclosing a criminal record can be obtained from [Unlock](#). Successful appointment is subject to DBS checks appropriate to the post and references.

