



Job Description

Job Title: Corporate and Major Donor Fundraiser

Directorate:	Business Development	Team/Function:	Fundraising
People Manager:	No	Direct Reports:	no
Size of team:	n/a	Grade:	

Job Summary:

This is a key role in our fundraising team. As Corporate and Major Donor Fundraiser you will build relationships with businesses and major donors in order to encourage them to support the Hospice. These relationships will deliver both financial and in-kind support. You will also develop and deliver a series of corporate events throughout the year, including the Hospice ball and our successful business network. This is an opportunity to make a real and meaningful difference to a charity that is very much rooted in this community.

All Wigan & Leigh Hospice employees are expected to:

- Show commitment to our vision, mission, and values: **Compassion, Accessibility, Respect** and **Excellence** and demonstrate this through their work and interactions internally and externally, and on our behalf.
- Reflect the values of Wigan & Leigh Hospice in all behaviour and activities including alignment with the hospice's strategic priorities
- Be committed to furthering the aims of the charity and developing your own skills to benefit both yourself and the charity.
- Respect our obligations and approaches to health and safety, data protection, equality and diversity and safeguarding compliance and best practice.
- Take responsibility for the safety of yourself and others, raising concerns about anything you feel may put someone at risk
- Promote and safeguard the good reputation of the charity by acting in a way which is ethical and moral, and avoiding any activities that could bring the charity's reputation into disrepute.

Main Responsibilities:

1. **Build relationships with the local business community in order to engage them with the work of the Hospice.**

2. Work with the Fundraising and Community Engagement Manager and Director of Business Development to maximise the impact corporate supporters can have, through a combination of financial and in-kind support.
3. Meet or exceed annual income targets
4. Actively promote corporate participation in Hospice activities, including events and volunteering
5. Actively recruit new corporate supporters and provide strong support and stewardship to ensure they continue to feel engaged in the work of the Hospice and maintain their support.
6. Take a creative approach to developing new ways to engage existing and new corporate supporters and major donors
7. Use the Hospice's CRM system (Donorflex) to keep strong and accurate records of all corporate fundraising activities.
8. Work collaboratively with other members of the team to maximise opportunities – for example: volunteering, retail, individual giving, communications.
9. Provide support to the wider fundraising team
10. Develop and deliver corporate-focussed events, including the Hospice's Annual Ball – including ensuring all health and safety requirements are met.
Please note: job descriptions cannot be exhaustive, and all employees may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Other things to note about this role are:

This role will involve having some flexibility to work occasional evenings and weekends. There will be a requirement to work hours outside of your normal working. When this is the case, notice and time off in lieu will be given.

Person Specification

About you:

To be successful in this role you will need the following:

Qualifications & Experience	E	D
Experience of working in a fundraising or community engagement role, which required strong relationship building and networking skills.	X	
Experience of working in a corporate fundraising role		X
Experience of meeting or exceeding defined targets	X	
Experience of developing and maintaining strong relationships	X	
Experience of planning and delivering events		X
Experience of using a CRM system		X
Skills and Abilities	E	D
Excellent organisational skills	X	
Excellent verbal and written communication skills	X	
Ability to engage people from a wide range of different audiences	X	
A solutions-focussed, creative, problem solver	X	
Personal Qualities & Attributes	E	D
Results focused	X	
Flexible and open to change	X	

Emotionally resilient	X	
Understanding of and empathy with a hospice environment	X	
Team player who earns trust and respect	X	
Positive professional approach	X	

E = Essential / D = Desirable

Document Control:

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