



Are you looking to use your skills in an environment that makes a real difference? Overgate Hospice are currently recruiting for the following position:

Capital Appeal Administrator - 2 year Fixed Term Contract

Role Description

Overgate Hospice's Capital Appeal team will be fundraising for a brand new project; a brand new Inpatient Unit. This will be a new, larger unit with 16 single rooms, each with en-suite facilities. This will allow us to help more people in a brighter, lighter, purpose built unit as well as allowing Day Hospice to move to a bigger, newly refurbished space currently occupied by our existing Inpatient Unit. To do this we need to raise £10.5m, 80% of which will be through applications to grant funders and major donors.

As the capital appeal administrator/researcher you will be a key member of the Capital Appeal Team working with the fundraising database Donor flex, supporting the team and researching high value prospects, including individuals, trusts, foundations and businesses to support the appeal.

Attributes

- Work with the Capital Appeals team to increase high value prospects through research to help raise funds to ensure Hospice redevelopment takes place
- Support the Capital Appeals team with appeal administration and ensuring accurate data input
- Support the Project Management team with administration, meetings and support documents

Time Commitment

37.5 Hours Per Week
Regular Evening and
Weekend Work

Remuneration

Grade 9 £16,250
to £18,031 per
annum

Enquiries and requests for application packs should be directed to recruitment@overgatehospice.nhs.uk or to 01422 379151.

The closing date for applications is

Tuesday 7th January 2020

This position will close sooner if a suitable candidate is identified so if you are interested please apply as soon as possible. Posts are subject to DBS at enhanced level.

For further information regarding the Hospice please visit our website www.overgatehospice.org.uk or find us on   

Registered Charity No: 511619

