

Hospitality People.
We've got you.

**Hospitality
Action**

Job Title	Senior Fundraising Executive
Reporting to	Fundraising & Events Director
Contract	Permanent, Full Time
Location	Flexible working from home and at our office in Farringdon
Salary	£33,000 per annum

About Hospitality Action

Hospitality Action is the industry's benevolent charity, supporting hospitality workers who have fallen upon hard times. Hospitality can be a stressful industry, with long hours, high pressure environments and physically demanding work. The increase in demand for our support shows no signs of slowing as thousands of hospitality business and their employees struggle to cope with the ongoing cost of living crisis.

We are currently looking to recruit an innovative Senior Fundraising Executive to join our creative and high performing team. This is a hugely exciting time to join the team, following our best fundraising year ever. The Senior Fundraising Executive will work closely with the wider Fundraising Team to deliver on our new strategy, building on the success of the previous three years.

This is a core role, overseeing one of Hospitality Action's growing fundraising streams – Third Party Fundraising via partnerships with well known pubs, bars, hotels, restaurants, caterers and food and drinks suppliers across the UK.

The ideal candidate will have experience in fundraising in the charity sector: whether that be corporate, community, individual or challenge event experience and be capable of being hands on in maximising all third party activity to achieve real impact in our support of the hospitality sector.

In the past four years we have experienced considerable growth in both our awareness and fundraising and are at a truly exciting point in the evolution of the charity. With the momentum of the most successful fundraising year in our charity's history, this presents a great opportunity to bring the hospitality industry together, making it an incredibly exciting time to join our ambitious and growing organisation.

We are currently all working flexibly between home and our office in Farringdon. With the Fundraising & Events Director you will be able to design a working pattern that suits you, your family, the needs of the job and the team, however, you will need to consider that many of our corporate partners are based in London and regionally, and as a result, travel into central London will be required fairly regularly as well as periodical travel across the UK.

The UK hospitality and catering industry is vibrant, diverse, and full of opportunities. Whether you're passionate about food, enjoy interacting with people, or have a flair for organization and management, this is an exciting industry to be fundraising on behalf of.

Role Summary

You will support on delivering our strategic aims by securing and growing third party income through a wide range of fundraising activities and initiatives.

You'll focus effort not only on recruitment and stewardship of third party supporters, but on developing opportunities for hospitality organisations and their staff to engage and give more, smarter and better.

Key Responsibilities & Skills

- Manage and support all individual and group third party supporter events, conferences and activities from start to finish for example when our supporters take on the Three Peaks Challenge; Tough Mudder Challenges; other UK and Worldwide walks and treks; Golf Days; Marathon Runners; bespoke Fundraising Dinners featuring high profile chefs and fundraising at Industry Awards Ceremonies and Dinners as well as any established third party fundraising campaigns such as Invisible Chips, Pennies Winter Campaign.
- To be a key contact for fundraising enquiries, including responding to telephone calls and emails; collation and sending of information packs to potential and current supporters; and advising on queries relating to fundraising.
- Working with the wider Fundraising Team to identify, recruit and develop new third party fundraising opportunities as mentioned above.
- Stewarding all third party fundraisers to maximise their fundraising via the online platform Enthuse and JustGiving.
- Ensure outstanding stewardship of donors and supporters by developing effective account management strategies, and by working with the Head of Fundraising & Marketing to enhance engagement with our key supporters on promoting all third party fundraising efforts across our social media platforms as well as providing post event content for case studies to feature on our website to ensure all supporters are thanked and celebrated.
- To ensure the meticulous recording of all data relating to third party fundraising on Beacon and filing systems (including personal data and financial information) and to assist in the preparation and analysis of data and reports for use with management meetings and fundraising strategy.
- Maintain the highest standards of fundraising by regularly reviewing and enhancing our systems and practice to ensure we are compliant with regulations and best practice standards within fundraising and charity governance.
- Occasional evening/weekend work due to fundraising events.
- Any other duties that may be reasonably required from time to time.

Job offers with HA include:

- Auto enrolment onto HA's bespoke employee assistance/wellness scheme (for access to mental health support, rewards and benefits - including retailer discounts)
- Generous holiday allowance (standard 25 days + BHs), additional discretionary leave at Christmas (between Christmas and New Year)
- Death in-Service, Long-Term Illness or Disability scheme (life assurance of 4 times salary)
- Stakeholder Pension scheme (with 10% employer contribution of gross salary)
- Interest free Travel Loan scheme
- Expenses to cover standard eyesight/vision test