

Richard House Children's Hospice

About us

Richard House Children's Hospice helps children and their families in East London to lead as happy a life as possible when dealing with a life-limiting health condition. From the moment a child is diagnosed with a life-limiting, life-threatening or complex health condition everything changes. These changes affect the whole family, which is why we feel it is vital not only to provide care to the child but to support the whole family.

We support around 300 families each year, offering an array of much needed services. These include residential care, step-down care to help families take the step between hospital and home care enabling them to care for their child at home, music therapy to help a child with sensory needs to communicate through sound and bereavement support for all the family.

As a charity, we provide support free of charge to our families and the majority of our services are funded thanks to the generosity of our supporters.

Services we provide:

- A clinical nursing care service based on individual need
- Management of symptoms
- Overnight short breaks (respite)
- Therapeutic support: counselling, play, art and music therapy
- A range of support groups for families
- Social activities and projects to help children and young people to develop confidence
- A transition service that supports young people and their families through the move to adults' services
- Step-down care from hospital to home
- Care at the end of a child's life
- Bereavement care and support

Role details

Role title: Corporate Fundraiser

Contract type: Interim (10-month contract), with the option to go permanent

Salary: c. £45,000 FTE

Reports to: Head of Fundraising

Full-time: 37.5 hours per week. To include occasional evening and weekend working where required.

Location: Hybrid / Richard House Children's Hospice, Richard Drive, London E16 3RG. Minimum of 3 days a week onsite with additional travel to meet with donors, funders and partners as needed.

Richard House is located on the edge of the Docklands in Beckton, we are close enough to the city for easy access, but we are far enough away that you can enjoy the peace and tranquillity of our award-winning gardens and woodlands.

Our nearest station, Royal Albert DLR, is a few minutes' walk from us and there are a number of buses which run close by which connect us to Canning Town and East Ham. We also have free car parking available within the grounds.

Benefits:

- Flexible working
- Annual holiday allowance of 27 days, increasing to 29 days after five years' service
- Pension scheme offering 7% employer's and 3% employee's contribution
- Employee assistance programme
- Life Assurance
- Enhanced maternity pay scheme
- Option to continue existing NHS pension (subject to meeting criteria)
- Occupational sick pay scheme
- A supportive team with a commitment to CPD

Role purpose

The Corporate Fundraiser is responsible for managing a portfolio of prospects and partners, ensuring a first-class cultivation and stewardship journey. The Corporate Fundraiser will build and maintain relationships with corporate partners, develop fundraising plans, and implement initiatives to generate income and increase brand awareness. Key responsibilities will include prospect research and new business development, compelling proposal and proposition creation, account management and event and campaign planning. The role will be hands on, focused on operational fundraising that delivers crucial short- and medium-term funding impact, as well as longer-term and sustainable corporate income for Richard House.

Overarching responsibilities and duties

- Work with the Senior Corporate Fundraiser to agree annual objectives and quarterly agile goals to contribute towards team-wide financial targets.
- Develop a personal prospect pool and cultivation plans which align with quarterly and annual targets.
- With the Senior Corporate Fundraiser, develop and grow the prospect pool and pipeline, including researching and qualifying new funding opportunities.
- Devise and implement creative plans to increase corporate gifts and partnerships at the four, and five-figure level and above by creating bespoke proposals and propositions for core funding and projects.
- Take a relationship-led cultivation approach, identifying new opportunities to engage supporters with Richard House's work.

- Attend meetings with existing and new partners and ensure each pipeline phase is delivered to the highest standard.
- Build networks with decision makers and influencers that are aligned with Richard House's mission and values.
- Prepare compelling proposals and pitches, as well as follow-up documentation and correspondence.
- Account manage corporate partners and ensure the effective delivery of the hospice's contractual obligations.
- Work closely with colleagues to help articulate our work and to build our funding propositions.
- Identify opportunities for existing and potential partners to meet key staff and attend events which build their relationship with the charity.
- Update the CRM (Raisor's Edge) with accurate and up-to-date information.
- Be ready to report regularly and accurately to the Senior Corporate Fundraiser, Head of Fundraising, and CEO on financial and account management performance.

Professional responsibilities:

- Maintain confidentiality.
- Work within the policies, procedures and guidelines of the hospice, in accordance with statutory requirements, and to best charity fundraising and communications practices.
- Be familiar with fire, emergency and safety regulations, ensuring compliance across all fundraising and communications activities and events.
- Maintain good working relationships with other members of the hospice staff and volunteers.
- Undertake any training in line with the hospice's policies.
- Keep up to date with sector best practices and legislation.
- Conduct yourself in accordance with hospice values, and to be a good ambassador for the hospice.
- **Data Protection:** You are required to control and process data held on computer. This must be undertaken lawfully in compliance with the UK's GDPR and Data Protection Act. Breaches of confidentiality in relation to confidential, personal or sensitive data will result in disciplinary action, which may include dismissal.

This role description is subject to periodic review and amendment.

Person specification

Essential experience:

- Proven ability to deliver income and activity targets in corporate fundraising.
- A track record in fundraising with evidence of the successful stewardship of four-figure and above partnerships/gifts, ideally with some exposure to multi-year partnerships.
- Experience of building bespoke fundraising propositions for corporate partners.
- Experience interacting with a wide range of internal and external stakeholders, including those at a senior level.
- Excellent relationship building skills and an ability to interact with prospects and partners at all levels in a professional manner.
- Knowledge of corporate fundraising techniques, and what it takes to achieve success.
- Ability to keep up to date with developments in hospice fundraising and identify opportunities to benefit from them.

Essential skills:

- An ability to engage people in conversation and to deal effectively with people from all walks of life combined with personal charm, sensitivity and thoughtfulness.
- An entrepreneurial approach with the ability to make good business judgements.
- Ability to respect confidentiality.
- Excellent communications skills, both written and oral.
- Excellent negotiation and influencing skills.
- Ability to remain positive and constructive under pressure and to embrace feedback.
- Highly motivated with the ability to organise developmental activities for self and team to increase competency levels and meet future business goals.
- Good working knowledge of IT, including Microsoft Office, databases, and digital platforms.

How to apply

Richard House Children's Hospice is working with Charisma Charity Recruitment.

Applications should be submitted through the [Charisma website](#), and include:

- A comprehensive CV
- A supporting statement, explaining how you believe you match the requirements of the role and describing any potential conflicts of interest.

For an informal and confidential discussion about the role, please contact:

Katherine Anderson-Scott, Associate Director of Charisma Charity Recruitment on 01962 813300 or email info@charismarecruitment.co.uk



We welcome and encourage applications from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion, sexual orientation, age, veteran status or other category protected by law.

Closing date: 6 August 2025

Due to the nature of the role, Charisma will be reviewing applications and actioning on a rolling basis. Candidates with availability and/or notice periods of a month or less are actively encouraged to apply.