

# Philanthropy Officer

## Acorns Children's Hospice Trust



# Welcome

Thank you for your interest in becoming a Philanthropy Officer at Acorns Children's Hospice.

We are looking for an exceptional and proactive Philanthropy Officer to join our growing Philanthropy Fundraising Team here at Acorns Children's Hospice

Acorns is currently in a time of transformation and change, from the way our care service looks to how we're investing in our teams, including fundraising, to drive our care services and provision forward.

We are now seeking another driven and creative individual to join our team and support our growing major donor portfolio. Reporting into the Philanthropy Manager, you'll be working with a small but dedicated team united by the same vision. You will be responsible for supporting the stewardship of our major donors, our Celebrity Ambassadors and the development of our new Pioneering Appeal Board which

is launching in 2025. We are looking for someone with experience within this area of fundraising, who is looking to take that next step up, and is passionate about building qualitative relationships.

Acorns is dedicated to continue developing, adapting and growing during times of change and we are looking for someone to join our team who can grow with us. We are currently creating our new strategy for 2025 onwards, with a keen focus on becoming known as a fundraising organisation, creating more collaborative working and buy-in across the organisation to help us achieve our fundraising goals with 'one team' ethic.

This is a wonderful opportunity and a wonderful role for the right person – we are excited to meet you. If a chat about the role helps you to decide about applying then please let our Talent Acquisition Team ([recruitment@acorns.org.uk](mailto:recruitment@acorns.org.uk)) know and they will arrange a call.

**Debs Chandos-Hall**  
**Head of Philanthropy**



# About Acorns Children's Hospice

## Background information

Caring for a child with complex medical needs can place unimaginable demands on a family, both physically and emotionally.

At Acorns Children's Hospice, we understand that when time is short every moment is precious, which is why, as well as providing specialist palliative care, we help families to make lasting memories.

We provide a happy homely environment where children can experience all kinds of great activities, meet new friends, or relax and enjoy some quiet time. Our experienced, skilled staff take time to understand each child's individual requirements, listening to any concerns and adapting activities according to their needs.

Acorns has three specialist children's hospices serving the West Midlands

and Gloucestershire, and is the leading children's hospice in the region, and is the largest children's hospice in the UK and Europe.

Since our inception in 1988 Acorns has been leading the charge for children's hospice care, and more recently leading the petition and communications regarding the Children's Hospice Grant.

In the past year we provided care to 781 local life limited and life threatened children and their families.

Our families and children are amazing and special, and we need an amazing and special fundraiser to help us to continue to grow our income support services for children and families across our region.

## About the role

The Philanthropy Officer will be responsible for supporting the Philanthropy Manager secure new high level prospects, providing stewardship to our Celebrity Ambassadors and helping to develop and implement our new pioneering Appeal Board. Under the banner of 'Help Can't Wait' the aims of our Appeal Board are to engage high net worth individuals to support both financially and socially – driving 3 annual high level events – our goal is for the board to raise an additional £2m of sustainable annual income.

The role will incorporate the planning, creation and implementation of high level networking, engaging and fundraising events. So experience of event delivery and ability to work on your own initiative is essential.

# Facts and figures

## Our care work

- > We are usually supporting between 700 and 800 children at any one time, and around 1,000 families, including those who are bereaved.
- > 39% of the children and families at Acorns are from Black and Asian minority ethnic backgrounds.
- > Our key ambition in our 'For Any Child' strategy is to reach more children and families in the West Midlands who meet our eligibility criteria.

**Acorns provides support to children and families through seven different services. While these are set out individually, it is of course common for a child and family to access many or all of these different services during the time of their overall relationship with us at Acorns.**

- > End-of-life and after death care
- > Outreach
- > Rehabilitative respite stays
- > Therapeutic services
- > Symptom management
- > Commissioned beds
- > Specialist family support

**Acorns aims to provide a holistic service designed and delivered in response to individual needs with a package of care tailored for each child and family which includes their medical, emotional, cultural, religious and spiritual needs. This package is provided in our hospices and in the wider community, including a family's home.**



[Watch a tour of Acorns for the Three Counties](#)

# The role

## Main duties

- Support the Philanthropy Manager to build and maintain relationships with donors
- Conduct research of key prospective donors
- Write accurate inspiring and compelling fundraising propositions and reports for potential and existing major donors
- Working closely with the Marcomms and Data teams, be responsible for overseeing the donor journey, building a calendar of engaging content and touchpoints throughout the year
- Complete meeting and event reviews to improve and inform future decision making and planning
- Keep all records up to date on our CRM database (Donorfy)
- Work with the wider fundraising team to help create and deliver cross departmental events (Trusts and Corporates)
- Organisation and delivery of engagement events

## Other duties

- Acting as an Ambassador for Acorns raising awareness of its charitable aims and objectives.
- Ensuring compliance with Acorns policies for diversity, employment, equal opportunities, health and safety, information governance and safeguarding.
- Showing commitment to continuous learning, researching new ideas, monitoring new technology advancements, sharing good practice across the team and colleagues.



# Personal specification

## Is this you?

- > Confident and enthusiastic, and able to build relationships
- > Creative and resourceful with a proactive approach to problem solving
- > Proactive and self-driven with the ability to identify and pursue opportunities
- > Passionate and driven

## Experience

- > Experience of fundraising in the charity sector, preferable within the philanthropy fundraising arena
- > Be able to demonstrate understanding of how major donor relationships are developed and providing outstanding stewardship
- > Experience of planning and managing donor cultivation and stewardship events
- > A good working knowledge of GDPR
- > Use of CRM databases such as Donorfy, Donorflex, Raisers Edge
- > Demonstrate a clear understanding of charity law and regulations
- > Experience of managing a varied workload and balancing conflicting priorities

## Skills and abilities

- > Highly organized with attention to detail and an ability to work independently, show self-sufficiency and resourcefulness
- > Create compelling cases for support, showcasing excellent written and verbal skills
- > Excellent interpersonal skills and the ability to deal sensitively and diplomatically to collaborate with internal and external stakeholders

## Other

- > Happy to work outside normal working hours to support team activity
- > Based within the West Midlands region
- > Ability to travel independently throughout the region and to meetings, presentations and events
- > Commitment to ensuring the success of Acorns Children's Hospice Strategy

# Terms of employment

<b>Role title:</b>	Philanthropy Officer
<b>Responsible to:</b>	Philanthropy Manager
<b>Key liaisons:</b>	Marketing and Communications Team, Fundraising Team, Supporter Services Team, Hospice staff Teams
<b>Location:</b>	Hybrid – with expectation to work from Drakes Court, Alcester Road, Wythall, Birmingham, B47 6JR approx. 2 days per week and frequent travel across the region
<b>Salary:</b>	£27,000 to £34,000 per annum
<b>Notice:</b>	8 weeks
<b>Hours:</b>	37 hours per week
<b>Annual leave:</b>	31 days (229.5 hours) including public holidays, rising to 35 (259) after 3 years service
<b>Pension:</b>	Contribution to Group Personal Pension Plan. The organisation will contribute 7.5% to pension.
<b>Life assurance:</b>	2 x salary life assurance scheme

All terms and conditions will be detailed in writing together with Employee/Health & Safety handbook, which must be read and observed.

Acorns adheres to the United Nations Convention on the Rights of the Child. As an employee you will be a Duty Bearer for Children's Rights and support all children to be Rights Holders.



# How to apply

Please submit a copy of your CV and a supporting statement demonstrating how your experience meets the person specification and what attracts you to the role.

**Closing date for applications: Wednesday 5th February 2025**

**Interviews will take place on: Tuesday 18th February 2025 at Acorns Head Office in Wythall**

*Please note applications without a supporting statement will not be considered.*

Please apply directly through [Acorns careers site](#).

Once your application is submitted our Talent Acquisition team will be in touch with you, in due course, to take you through the next steps and for you to ask any questions you may have about the role or Acorns.

We really look forward to hearing from you and thank you for your interest in this role and Acorns Children's Hospice.

For detailed information on how we process your personal data, please review our [privacy policy](#) on our website.

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life or sexual orientation, genetic and/or biometric data) in your CV and application documentation.

Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your express consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

If you have any queries or would like more information in regard to this document, please contact our Talent Acquisition Team: [recruitment@acorns.org.uk](mailto:recruitment@acorns.org.uk)



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