

About Cynthia Spencer

Cynthia Spencer Hospice provides specialist palliative and end-of-life care for people living with life-limiting illnesses across West Northamptonshire, as well as vital support for their families. Cynthia Spencer Hospice Charity works alongside the Hospice to raise the additional funds needed to help sustain and develop these essential services. We are on an ambitious journey to grow our income, strengthen our relationships across the community and ensure specialist end-of-life care is available for everyone who needs it, now and in the future.

About the role

We are looking for a warm, organised and confident Partnerships Fundraiser to provide excellent stewardship and support to our corporate partners.

Reporting to the Strategic Partnerships Manager, you will manage the day-to-day relationships with an agreed portfolio of existing corporate supporters, helping them to make the most of their fundraising and ensuring they feel valued, informed and well supported.

You will also take responsibility for the planning and delivery of key fundraising activities, including our Charity Golf Day and Christmas Tree Recycling campaign, and represent the Charity at corporate events, presentations and cheque presentations.

Where you identify opportunities for a relationship to develop further, you will work closely with the Strategic Partnerships Manager to take these forward.

Key Duties and Key responsibilities

- Manage and steward an agreed portfolio of existing corporate supporters.
- Build strong, positive relationships with corporate contacts and their employees.
- Maintain regular contact through meetings, visits, calls and email.
- Provide supporters with the advice, resources and practical support they need to fundraise successfully.
- Ensure partners are thanked, recognised and kept informed about the impact of their support.
- Attend corporate fundraising events, cheque presentations and supporter activities.
- Deliver talks, presentations and speeches about the Charity and the difference corporate support makes.
- Encourage corporate supporters to take part in relevant Charity events, campaigns and volunteering opportunities.
- Identify opportunities to strengthen existing relationships and involve the Strategic Partnerships Manager where further development is possible.
- Plan and deliver designated fundraising activities, including the Charity Golf Day and Christmas Tree Recycling campaign.
- Coordinate venues, suppliers, sponsors, volunteers, participants and event administration.
- Work with Marketing colleagues to support promotion and recognition of corporate activity.
- Work closely with the Community & Events team to identify and support corporate sponsorship opportunities across Charity events and activities, helping to maximise engagement and income from existing corporate relationships.
- Maintain accurate records on Donorflex, including contacts, communications, activity, income and next actions.
- Monitor income and expenditure relating to allocated corporate accounts and fundraising activities.
- Ensure activity complies with GDPR, the Fundraising Code of Practice and Charity policies.
- Carry out any other duties appropriate to the role and needs of the organisation.

About You

Essential Criteria

Experience

- Experience of building and maintaining strong relationships with supporters, clients, customers or businesses.
- Experience of providing excellent account management, customer service or supporter care.
- Experience of organising and delivering events, projects or activities.
- Experience of managing several relationships or priorities at the same time.
- Experience of using a database or CRM system.

Experience of corporate fundraising, charity partnerships, fundraising events or working with businesses would be desirable, as would knowledge of the Northamptonshire business community.

Knowledge and Skills

- Excellent interpersonal, listening and communication skills.
- Strong relationship-management and supporter-care skills.
- Excellent organisational and time-management skills.
- Confidence representing the Charity at meetings, events and presentations.
- Confidence speaking to groups and explaining the work and impact of the Charity.
- Ability to recognise opportunities to strengthen relationships and know when to involve the Strategic Partnerships Manager.
- Ability to work independently while collaborating effectively with colleagues.
- Strong attention to detail and accurate record keeping.
- Confident using Microsoft Office and CRM systems.

Understanding of charity fundraising regulations, GDPR and the Fundraising Code of Practice would be desirable.

Personal Qualities

- Warm, approachable and confident.
- Supporter-focused and committed to excellent relationship management.
- Organised, dependable and able to take ownership of activities.
- Proactive, practical and solutions-focused.
- Professional and confident when representing the Charity.
- Collaborative, flexible and supportive.
- Empathy with the values and purpose of Cynthia Spencer Hospice Charity.

General Responsibilities

The postholder will:

- Work within and promote the Charity's values, policies and procedures.
- Maintain confidentiality and comply with data protection requirements.
- Take responsibility for their own professional development.
- Attend relevant meetings, training and Charity activities.
- Travel to corporate meetings and events across West Northamptonshire, including occasional evening and weekend activity.
- Work collaboratively with colleagues and contribute positively to the wider organisation.
- Undertake any other reasonable duties appropriate to the level and responsibilities of the post.

We are an equal opportunity employer and welcome applicants from all backgrounds who meet the requirements of the role. We celebrate diversity and are committed to creating an inclusive environment where everyone can thrive.

Interviews will be held on Tuesday 20th October 2026

Please note we will review applications as they are received, and we may close the application process early at our discretion.