

## Vacancy: Stewardship Events Lead

### Overview:

This role will join a vibrant and ambitious fundraising team made up of; major giving, trusts and foundations, prospect research, individual giving, community, events, legacies, innovation and supporter experience. The team's mission is to raise income for our three hospitals to enable them to continue their vital work. This role will make a huge difference in helping us do that.

### About us

Guy's & St Thomas' **Charity**, Guy's Cancer Charity and Evelina London Children's Charity are part of Guy's & St Thomas' Foundation. Our collective mission is to build the foundations of a healthier society.

As part of our team, you will work alongside talented people from a mix of personal and professional backgrounds. We are a Living Wage employer and support flexible working, part-time roles and job shares. Though our ambitions are serious, this is a friendly place to work with lots of opportunities to meet and socialise with colleagues. We believe there is immense power in diversity and aim to recruit and nurture talent who think and act differently.

There is more information about [\*\*working with us\*\*](#) on our website, where you can read about:

- how we approach recruitment
- our team, culture and values
- the benefits of working with us
- and our approach to diversity, equity & inclusion, health & wellbeing, and learning & development

### Job description

| The opportunity       |                         |
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| <b>Job title:</b>     | Stewardship Events Lead |
| <b>Salary:</b>        | £37,332 to £42,099.     |
| <b>Contract type:</b> | Permanent               |

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| <b>Closing date:</b>            | 19th April 2024  |
| <b>Interview dates:</b>         | TBC  |
| <b>Reporting to:</b>            | Events Fundraising Manager   |
| <b>The team:</b>                | Events Fundraising   |
| <b>Key relationships:</b>       | All fundraising teams, with particular focus on Philanthropy, and Legacy Fundraising   |
| <b>Overall purpose of role:</b> | The Events Officer will plan and deliver cultivation and stewardship events that meet and exceed our engagement objectives. Sitting within the Events team, the Events Officer will build strong working relationships with colleagues across Fundraising and the Trust to deliver successful and inspiring events. The role will be responsible for managing a variety of events, from webinars and receptions to dinners, and VIP tours.   |
| <b>Key responsibilities:</b>    | <ul style="list-style-type: none"> <li>• To lead on the planning, project management and delivery of a portfolio of bespoke events for our charities. The events programme will maximise donor cultivation and stewardship opportunities. Including, but not limited to: dinners, receptions, round table discussions, lectures, VIP tours and online events.</li> <li>• To prepare and maintain a project plan for each event, and to manage multiple, competing deadlines whilst maintaining a high level of attention to detail.</li> <li>• To manage budgets, milestones and KPIs to monitor and respond to performance.</li> <li>• To provide regular event status updates to the Events Fundraising Manager and fundraising stakeholders, and to flag risks and proposed solutions well in advance.</li> <li>• Working closely with the Event Fundraising Manager to grow and enhance our Cultivation and stewardship events fundraising programme and deliver an excellent portfolio of activity based on audience insight and feedback.</li> <li>• To prepare and deliver event briefings for assigned events, or to provide a briefing template for senior staff to deliver.</li> <li>• To lead project group meetings for events, with both internal and external stakeholders.</li> <li>• To respond to all enquiries from staff, patients, donors, potential donors and suppliers.</li> <li>• To advocate best practice across the team by preparing meeting materials and following up with comprehensive minutes to ensure good communication.</li> <li>• To develop and maintain excellent relationships with internal colleagues and external stakeholders to ensure effective collaboration during the event process, including personal assistants and external suppliers</li> <li>• To measure the impact of all assigned events through evaluation and strategic follow up activity, keeping templates up to date and fit for purpose</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>• To contribute to the wider fundraising team, taking a proactive approach to working in a high performing &amp; collaborative team</li> <li>• To supervise staff and volunteers at events</li> </ul> <p><b>Work environment</b></p> <ul style="list-style-type: none"> <li>• The post holder should expect to: <ul style="list-style-type: none"> <li>○ Work in a hybrid hot desk environment, generally working 2 days a week in the London office and three from home.</li> <li>○ Be responsible for the input and maintenance of databases and files relevant to the post requirements.</li> <li>○ Will occasionally be required to attend events in the evening and at weekends.</li> </ul> </li> </ul> |
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## Person Specification

| What we're looking for                  |  |
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| <b>Experience:</b>                      | <ul style="list-style-type: none"> <li>• Experience of delivering successful event/project management in a fundraising environment including planning and delivering a portfolio of events/projects to meet targets and within budget.</li> <li>• Proven track record of building and maintaining relationships with a variety of stakeholders from diverse backgrounds</li> </ul>   |
| <b>Skills, abilities, and knowledge</b> | <ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills</li> <li>• Ability to plan and deliver projects within budgets and on time with attention to detail.</li> <li>• Knowledge of digital events tools such as webinars and/or online community platforms</li> <li>• Computer literate i.e. Word, Outlook, Excel</li> <li>• Knowledge of a Fundraising Database (e.g. Raiser's Edge or Salesforce)</li> <li>• Knowledge of Fundraising regulation (e.g. Fundraising code of conduct and GDPR)</li> <li>• Understanding of NHS Charities or healthcare fundraising</li> </ul> |
| <b>Personal attributes:</b>             | <ul style="list-style-type: none"> <li>• Flexible approach and willingness to attend some commitments outside of regular hours.</li> <li>• Team player attitude with a willingness to step in to support others where needed.</li> </ul>   |

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## How to apply

Thanks for your interest in working with us.

We're working hard to ensure we recruit great people and minimise unconscious bias in our selection process. To support this, our system anonymises applicants and we use a combination of your CV and role specific application questions to assess your suitability for the role.

To find out more about the role, please contact [jobs@gsttcharity.org.uk](mailto:jobs@gsttcharity.org.uk)