

## JOB DESCRIPTION

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|-------------------------|---|
| <b>Job Title:</b>       | Corporate Fundraiser (F/T)                  |
| <b>Department:</b>      | Income Generation                           |
| <b>Salary range:</b>    |   |
| <b>Reports to:</b>      | Community, Events & Corporate Manager (CEC) |
| <b>Responsible for:</b> | N/A   |

### Job Purpose

Working alongside the CEC Manager the role will be responsible for providing high quality, tailored stewardship and support across our existing corporate partners and will help to secure new corporate partnerships through research, building external relationships and COTY applications. Including working in collaboration with our Retail team the role will include working on the 'Tonnes of Care' initiative, creating new robust relationships with businesses & schools.

### Main Duties and Responsibilities

- Represent the charity to corporate audiences and at corporate events, delivering pitches and presentations.
- To continually research new business opportunities at specific target markets, making cold approaches and writing proposals to secure support.
- To devise and present innovative fundraising ideas that are of mutual benefit to a corporate partner.
- To develop new corporate partnerships through relationship building.
- To be responsible for the account management of all corporate partnerships and provide the highest level of relationship management.
- To proactively prospect all Charity of Year opportunities, Pro Bono work and staff fundraising opportunities.
- To attend networking events to develop relationships with a view to securing new business.
- By using all possible resources ensure opportunities for corporate sponsorship, corporate membership schemes, payroll giving, employee fundraising and all other forms of corporate fundraising are promoted correctly.
- To work with operational colleagues to ensure the effective delivery of employee volunteering opportunities.
- To work with operational colleagues, in particular community and events, to ensure co-ordinated approaches with supporters.
- To develop and present relevant sponsorship packages for potential corporate sponsors which are within mission and strategy and have clearly identified delivery capacity and agreed budgets.
- To acknowledge corporate donations and to work with the Communications Team to generate positive press coverage.

### General Duties

- GENERAL DUTIES *(to remain in all JD's please do not edit)*
- To comply at all times with the requirements of the Health & Safety regulations under the Health & Safety at Work Act (1974) and to take responsibility for the health and safety and welfare of others in the working environment ensuring that agreed safety procedures are carried out to maintain a safe environment.
  - To comply at all times with the Hospice Information security policy. Also to respect confidentiality of information about staff, patients and health service business and in particular the confidentiality of electronically stored personal data in line with the Data Protection Act.
  - It is the responsibility of all Hospice employees to fully comply with the safeguarding

policies and procedures of the Hospice. As an Isabel Hospice employee you must ensure that you understand your role in protecting adults and children that may be at risk of abuse. Individuals must ensure compliance with their safeguarding training.

- The Hospice is committed to a policy of equal opportunities. A copy of our policy is available from the human resources department.
- The Hospice operates a no-smoking policy.
- The role description gives a general outline of the duties of the post and is not intended to be an inflexible or finite list of tasks. It may be varied, from time to time, after consultation with the post holder.
- All appointments are subject to pre-employment health screening.
- It is the responsibility of all employees to ensure that they comply with the Hospice Infection control practises, as outlined in the Health Act 2008 and staff must be familiar with the policies in the Organisation's infection control manual, this includes Infection Prevention and Control Adult Hospice Policies and Safe Practice Guidance.
- All staff are required to implement infection control policies and practices, including hand hygiene, waste disposal, staff uniform and occupational health responsibilities, as detailed in the Hospice Policies.
- It is the responsibility of all staff to ensure that they have evidence of annual/or otherwise infection control training as appropriate.

**The job description is not exhaustive and may be amended following appropriate consultation in the light of business needs**

## PERSON SPECIFICATION

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|----------------------|----------------------|
| <b>Job Title:</b>    | Corporate Fundraiser |
| <b>Department:</b>   | Income Generation    |
| <b>Salary range:</b> |                      |

| Requirements                          | Essential   | Desirable  | How identified |
|---------------------------------------|---|--|----------------|
| <b>Education and Qualifications</b>   | <ul style="list-style-type: none"> <li>• Educated to A level or equivalent</li> <li>• Evidence of continuous professional development.</li> </ul>   | <ul style="list-style-type: none"> <li>• Institute of Fundraising Certificate/Diploma is highly desirable</li> </ul>   | AF, C          |
| <b>Knowledge and Experience</b>       | <ul style="list-style-type: none"> <li>• Experience of managing and working with fundraising databases</li> <li>• Good analytical skills, attention to detail and problem solving</li> <li>• Excellent written and verbal communication skills and the ability to establish positive relationships at all levels</li> <li>• IT literate including MS Office</li> <li>• An enthusiasm for creative fundraising</li> <li>• Experience of working in corporate fundraising or experience of working in account management, new business or CSR in a corporate setting</li> <li>• A clear understanding of corporate fundraising across both account management and new business</li> <li>• Experience of successfully fundraising towards financial targets</li> <li>• Evidence of successfully building and sustaining stakeholder relationships</li> </ul> |  | AF, C, I       |
| <b>Personal skills and attributes</b> | <ul style="list-style-type: none"> <li>• Previous experience in a similar role</li> <li>• Excellent interpersonal skills, communication skills, and organisation skills</li> <li>• Proven ability in building relationships both internally and externally</li> <li>• Ability to produce written reports and meet deadlines</li> <li>• Confident in networking and operating at senior levels</li> </ul>  | <ul style="list-style-type: none"> <li>• Experience of successful new business development and significant account management.</li> <li>• Experience of working in a target driven environment, with a proven track record of successfully achieving income against target.</li> </ul> | AF, I          |

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|--|--|--|--|
|  | <ul style="list-style-type: none"> <li>• Strong organisational skills</li> <li>• The ability to work with minimum supervision</li> <li>• Excellent presentation skills</li> <li>• Proven ability to work as part of a team and own initiative</li> </ul> |  |  |
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**Application form**

**I=Interview**

**T=Test**

**C=Certificate**