



Corporate Fundraising Executive

RESPONSIBLE TO: Corporate Fundraising Manager

HOURS: Full Time (35 hours per week, 9:00am – 5:00pm Monday-Friday)

LOCATION: Hybrid – home and office based – Amersham, Buckinghamshire

A minimum one day per week in the office with occasional travel across the UK

SALARY: £28,000-£30,000 per annum

PENSION: 7% non-contributory

ANNUAL LEAVE: 25 days, plus bank holidays and the Charity is closed between Christmas and New Year

OTHER BENEFITS: Employee Assistance Programme, Free Parking

Roald Dahl's Marvellous Children's Charity provides specialist nurses and life-changing support for seriously ill children.

Across the UK, over 250 Roald Dahl Nurses care for more than 50,000 children living with complex, lifelong conditions.

For many families, the road to diagnosis is complex and uncertain, juggling hospital visits, managing medications, and navigating treatments and tests. They are often under the care of multiple specialists, across different hospitals.

Roald Dahl Nurses join families on this journey. They provide coordination of care, emotional support, and a trusted, familiar presence both in hospital and at home. They help families feel less overwhelmed and isolated and more in control.

Our vision is that every seriously ill child deserves a Roald Dahl Nurse and fundraising is core to achieving this.

Job Description

We are looking for an enthusiastic and proactive Corporate Partnerships Executive to play a key role in growing our corporate fundraising programme. Working closely with the Corporate Partnerships Manager, you will help identify and secure new business opportunities, build and steward meaningful relationships with existing corporate supporters, and help to deliver high-quality fundraising campaigns, events and partnership activity. This is an exciting opportunity for someone with excellent relationship-building and organisational skills who enjoys working collaboratively, spotting opportunities and making things happen. By helping to grow income and strengthen long-term partnerships, you will directly support seriously ill children and their families across the UK. We will enable you to develop through both formal training and experiential learning in the role, and through opportunities to learn from colleagues across the organisation.

Key responsibilities

- **Support and develop corporate partnerships:** Manage a portfolio of corporate supporters, providing excellent account management and stewardship. Build positive relationships with corporate partners through regular communication, tailored updates and excellent supporter care, helping to maximise retention and future support.
- **Proactively approach, cultivate and secure new corporate partnerships:** Researching, identifying and progressing new corporate prospects, maintaining an accurate pipeline and supporting the development of partnership opportunities.
- **Produce compelling fundraising materials:** Prepare high-quality proposals, applications, presentations, impact reports and partnership resources, working with colleagues to develop strong cases for support and showcase the impact of the charity's work.
- **Support corporate events and communications:** Work with Fundraising, Communications and Programmes colleagues to plan and deliver corporate events, campaigns and supporter communications that strengthen engagement and maximise fundraising opportunities.
- **Provide administrative and operational support for corporate partnerships:** Coordinate meetings, prepare reports and presentations, maintain CRM records, process partnership documentation and ensure



the smooth administration of the corporate fundraising programme and in support of the Corporate Fundraising Manager

- **Strategic Support, Administrative Management, and Programmes Team Collaboration:** Provide comprehensive support to the Corporate Partnerships Manager in developing and implementing partnership strategies and managing a pipeline of opportunities. This includes coordinating meetings, handling administrative duties like report preparation, record maintenance, and organising documentation. Also, facilitate collaboration with the Programmes team to gather cause information, cases for support, and beneficiary stories to aid in partnership development and fundraising efforts.
- **Research, Liaison, Communication, and Event Coordination:** Engage in research to support the enhancement of existing partnerships and the development of new ones, bringing in valuable market insights and trend analyses. Act as a vital communication link between the Corporate Partnerships Manager, internal teams, and external partners for seamless information exchange and objective alignment. Additionally, assist in organising and preparing for partnership-related events and meetings, ensuring all logistical aspects are efficiently handled.

Person Specification

Essential

- A track record of securing new business and partnerships
- Experience of managing relationships and accounts
- Excellent verbal and written communication skills
- Highly organised with excellent attention to detail and time management skills
- Confident writing and presenting corporate pitches
- Ability to work under pressure and to deadlines
- Ability to be resilient in pursuit of new business
- Ability to approach creatively both independently and with others to create powerful propositions
- Ambitious and creative
- Flexibility and adaptability in responding to the evolving needs of the organisation and the role
- Ability to use CRM software and keep all records up to date

Desirable

- Experience of working in the Fundraising or charity sector

Other Information

This job description helps the post holder to understand their main duties. It is not exhaustive, and the role's duties may change from time to time, in discussion with the post holder and consistent with the level of responsibility appropriate to the grade of the post.

- Roald Dahl's Marvellous Children's Charity is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Confirmation of appointment will be subject to a satisfactory standard Disclosure and Barring Service check.
- The appointment is subject to the satisfactory completion of a three-month probation period.
- Roald Dahl's Marvellous Children's Charity is committed to achieving the highest standards of service and employment practice. We give equal opportunity to everyone, regardless of background. While our offices are not currently accessible for people with significant mobility difficulties, we will make all reasonable adjustments to allow the most suitable candidate to perform their role effectively.
- The post holder will have the right to work in the UK.
- The post holder will be required to travel on a regular basis within the UK, for example to visit with corporate partners or to attend meetings in other parts of the country. This may occasionally require overnight stays, evening and weekend work (for example, when we hold fundraising events or need to meet with funders).