

# Corporate Fundraising Executive



**RESPONSIBLE TO:** Corporate Fundraising Manager  
**HOURS:** Full-Time (9am-5pm, Monday-Friday)  
**JOB LOCATION:** Hybrid - home and office based – Amersham, Buckinghamshire  
**SALARY:** £27,000 per annum  
**PENSION:** 7% non-contributory

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

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

## Job Description

In this role, you will concentrate on new business development and account management, playing a pivotal role in realising our ambitions. Your responsibilities will include forging relationships with businesses and organisations, developing opportunities, and incentivising fundraising and charitable contributions. You will also provide exceptional stewardship and relationship management to foster enduring, mutually beneficial partnerships, while maintaining a strong, dynamic pipeline of business opportunities for development.

## Key Responsibilities

### *Fundraising and Account Management*

- **Develop and Manage Corporate Partnerships:** Proactively build and maintain robust relationships with existing supporters, whilst actively identifying and securing new corporate partners. Manage a pipeline of opportunities, ensuring progression through strategic acquisition planning.
- **Formulate and Implement Fundraising Initiatives:** Design and execute compelling fundraising strategies and incentives, maximising opportunities to meet and exceed targets. This includes tracking pledged and actual income, as well as delivering impactful presentations and feedback to corporate partners.
- **Collaboration and Event Coordination:** Work closely with the Fundraising and Communications team to devise a dynamic calendar of key corporate events and campaigns. Ensure these are effectively communicated and promoted to maximise participation and impact.

- **Stewardship and Relationship Growth:** Provide ongoing support and stewardship to corporate partners, focusing on growing and enhancing these relationships. Utilise cause information, beneficiary stories, and impact reports to strengthen fundraising applications and proposals.
- **Creation of Partnership Resources:** Develop high-quality, engaging resources tailored for charity partnership applications and proposals, ensuring they effectively convey the value and impact of support.

### ***Supporting the Corporate Partnerships 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 tasks with an open mind and work 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

### ***Desirable***

- Ability to use CRM software and keep all records up to date
- Knowledge of managing budgets
- 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.