

Job Description and Person Specification



Corporate Fundraising Officer

RESPONSIBLE TO:	Corporate Partnerships Manager
HOURS:	Full Time 35 hours a week with some flexible working available (Part Time working will be considered).
CONTRACT:	Permanent
LOCATION:	Hybrid working - home and office based – Amersham, Buckinghamshire (we are a flexible working employer)
SALARY:	Circa £25,000

Roald Dahl's Marvellous Children's Charity provides specialist nurses and support for seriously ill children. Our vision is that every child, young person and family living with a complex and lifelong health condition in the UK, has the dedicated care and support of a Roald Dahl Specialist Nurse. By joining our team, you will play a part in making this a reality.

OVERALL JOB PURPOSE

After significant growth with the Corporate Partnerships Team, securing a number of new partnerships, Roald Dahl's Marvellous Children's Charity are looking to expand our small team and invite you to join us!

The Corporate Fundraising Officer will be integral to supporting the fundraising team with a particular emphasis in supporting the Corporate Partnerships Manager to deliver on all existing corporate partner activity, attract and retain new corporate partners, and meet our ambitious plans for growth to help more seriously ill children and their families across the UK.

This is an opportunity for an excellent relationship manager with attention to detail and ability to manage multiple projects and stakeholder requirements, to join our small ambitious and energetic team.

KEY RESPONSIBILITIES – CORPORATE PARTNERSHIPS

- Provide exceptional account management to a portfolio of national and local corporate partners.
- Own a fundraising target that is met through the account management of corporate partners.
- Develop robust partnership plans for our corporate supporters, which maximise fundraising opportunities and deliver against fundraising targets and other key partnership objectives.
- Work with partners to generate income through various income streams - including employee fundraising, events, cause related marketing and payroll giving.
- Develop and deliver a calendar of engaging fundraising events for corporate partners.
- Support the Corporate Partnerships Manager where required to deliver our larger partnerships.
- With support from the Corporate Partnerships Manager, deliver a calendar of key corporate fundraising events, promoting campaigns to corporate partners and building broad engagement with them.
- Attend meetings with corporate partners and make presentations to staff at all levels.
- Working with the Fundraising and Marketing Executive promote and secure corporate partner places in events such as London Marathon and others as identified as strategically important for corporate partner income.
- Steward corporate supporters taking on challenge events in aid of the charity.
- Support with new business development for corporate fundraising, seeking out new opportunities within priority sectors as identified by the Corporate Partnerships Manager.
- Lead on research and applications for these agreed prospects.
- Support the Corporate Partnerships Manager to create engaging assets for applications and competitive pitches, attending pitch presentations where required.
- Support the Corporate Partnerships Manager to manage and organise production and materials for bespoke corporate fundraising events and campaigns.
- Work with the Programmes team to gather cause information, cases for support and beneficiary stories to support with fundraising applications, proposals and reporting.
- Support the Corporate Partnerships Manager with the development of the charity's corporate volunteering offering.
- To keep well-informed of market trends and developments in corporate fundraising.

RESPONSIBILITIES – ACROSS FUNDRAISING

- To support with wider charity events such as fundraising dinners, cultivation events and appeals.
- To support the wider fundraising team where required providing account management and relationship building including with schools, across challenge events or community fundraising.
- To conduct prospecting for other fundraising teams where required.

GENERAL RESPONSIBILITIES

- To attend cross-team meetings and liaise with other teams within Roald Dahl's Marvellous Children's Charity.
- Attend events and activities throughout the UK, as and when required.
- To ensure that record keeping is efficient and effective, which will include maintaining records on the database.
- To report on budgets and financial monitoring reports as requested.
- To take a proactive approach to personal and professional development, engaging in regular one to one meetings, and an annual appraisal with the Corporate Partnerships Manager.

Other Information

This job description helps the post holder to understand his/her 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.

- The post holder will be required to travel within the UK, for example to visit with partners or to attend meetings in other parts of the country. This may occasionally require overnight stays. The post holder may also be required to undertake occasional evening and weekend work when, for example, we hold fundraising events or need to meet with partners.
- 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
- Roald Dahl's Marvellous Children's Charity operates a no-smoking policy. The post holder should either be a non-smoker or be prepared not to smoke in any Charity premises, grounds or vehicles or when on Roald Dahl's Marvellous Children's Charity business outside the office.
- The post holder must have the right to work in the UK.

Person Specification: Corporate Fundraising Officer

	Attribute	Essential (E) or Desirable (D)
1.	Knowledge & Experience	
	Experience of managing relationships with internal and external stakeholders	E
	Account management and/or project management experience	E
	Experience working in fundraising or a closely associated field e.g. in an account management, marketing or sales capacity	E
	Experience of business development and pitching	D
	Experience of managing budgets	D
	Experience of managing and delivering events	D
	Experience of using fundraising or customer relationship databases	D
	Up-to-date knowledge of trends within both Corporate Fundraising and wider charity sector.	D
2.	Skills	
	Excellent working knowledge of using Microsoft office	E
	Ability to work on own initiative and as part of a multi-disciplinary team	E
	Excellent relationship management skills	E
	Excellent written and verbal communication skills	E
	Ability to plan, organise and manage multiple priorities and the ability to successfully prioritise tasks for yourself and others	E
	Excellent time management and administrative skills	E
3.	Personal Qualities	
	Tenacious, self-motivated with the ability to work well on their own and as part of a team	E
	Ability to work under pressure, to target and to deadline	E
	A positive and proactive approach to tasks and new ideas	E
	Good team player who is willing to support and help others in the team	E
	Empathetic when speaking to others	E
	Highly organised with excellent attention to detail	E
	Professional, diplomatic and discreet able to maintain confidentiality	E
	A creative thinker who is quick to respond to opportunities	E
	A willingness and ability to travel across the UK will be necessary in this role	E

Terms and Conditions of Employment

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LOCATION:	Hybrid working - home and office based – Amersham, Buckinghamshire (we are a flexible working employer)
SALARY:	Circa £25,000
HOLIDAYS	28 days (includes days to be taken over Christmas when office is shut)
PENSION	7% non-contributory
LIFE ASSURANCE	N/A
ANY OTHER BENEFITS:	Flexible working