



JOB DESCRIPTION

JOB TITLE: Corporate and Trusts Fundraiser

LOCATION: Guildford, Surrey

HOURS: 3 or 4 days per week

RESPONSIBLE TO: Head of Fundraising and Communications

OUR MISSION:

*“Nurturing and enabling independence for young people with a disability.” To support each other and work as part of the team, respecting every individual’s gifts, skills and qualities, and the unique talents they bring to **halow**.*

ROLE PURPOSE:

The Corporate and Trusts Fundraiser is responsible for leading on the administration and delivery of our Corporate and Trusts fundraising programme. The post holder is responsible for researching, engaging, building and developing relationships with local companies and businesses, charitable trusts and foundations to maximise income generation and increase awareness in **halow project**. The post holder will be an effective and professional ambassador for the organisation with our funders and potential supporters, focusing on charitable trusts, foundations and companies in order to bring in restricted and unrestricted income for **halow project** in line with our budgeted expectations. You will also contribute to our fundraising communications and support the writing of our bi-annual newsletter to ensure that charitable trusts and companies are recognised in the publication.

MAIN ROLE RESPONSIBILITIES AND TASKS:

To be an ambassador for halow including:

- *Demonstrating commitment to the Organisation’s mission statement*
- *Leading by example and demonstrating through both actions and words a positive approach to colleagues, our young people and stakeholders alike*

To support in the development and achievement of the Organisation’s strategic objectives by:

- *Understanding and contributing to the Organisation’s and management’s strategies of **halow project** and ensuring that activities and plans within own areas of responsibility align with and support such strategies*
- *Maintaining awareness of progress made against strategic plan/s and be involved in Organisational development of these by providing updates and feedback to the Head of Fundraising and Communications on a regular basis, seeking support where required*

To provide an unrivalled level of service across Corporate, Trust and Grant fundraising to ensure fundraising targets are met:

- To work with the Director, the Head of Fundraising and Communications and the Board to maximize current contact opportunities, develop further contacts and find new and innovative ways of engaging with potential major donors.

To lead on Corporate Fundraising by;

- Working across the team, to research, identify and profile Corporates. Continue to develop a target list and engagement strategies for these companies.
- Securing appointments for you and others to deliver creative and compelling pitches to target corporate groups and individuals.
- Leading on the completion and submission of applications and presentations to potential new corporate supporters
- Maximising opportunities for fundraising with corporate partners using the appropriate and relevant tools to deliver the best possible outcome for **halow project** (CRM, Charity of the Year, Employee Fundraising, Payroll Giving, Sponsorship, Recycling, Donations in Kind)
- Ensuring that the correct legal requirements are implemented to protect the charity
- Providing excellent day-to-day account management to corporate partners to develop strong and effective relationships
- Develop a communications plan for corporate partners to ensure that they receive regular and accurate feedback and reports on their relationship with and support for the **halow project**.
- Attend meetings with corporate partners to ensure the relationship is well-managed and benefiting both parties and seek every opportunity to expand and develop to ensure long term support with increased income
- Ensure that the communications plans for all donors are managed in a timely, co-ordinated fashion and that each receives feedback/contact in proportion to their support.
- Ensure that all contact information is collated and recorded on the Fundraising database effectively (currently SAGE ACT)
- Produce and keep up to date all corporate materials including the corporate section of the website and provide information regarding corporate partnerships to be included in the charity's wider communications including digital marketing
- Work with and support when necessary the Community and Events Fundraiser, particularly with regard to smaller local businesses.
- Work collaboratively with the F & C team and other teams to market and promote halow in line with brand and messaging guidelines.
- To represent halow at external events including outside of normal working hours where required.

To lead on Trust & Grant Fundraising;

- Lead responsibility for researching local and regional opportunities to raise funds from trusts, foundations and statutory sources.
- Research and identify potential trusts and foundations using our database, internet, printed and online resources.
- Develop cases for support by sourcing the relevant data, information and evidence from across the organisation.
- Develop effective relationships with local grant funders to sustain and increase levels of funding.
- Write funding applications and provide updates and reports on our expenditure to charitable trusts as necessary.

- Support with collating of service impact measures and expenditure of funds for reporting to donors.
- Manage the Trusts application & reporting process with excellent record keeping and organisation skills utilising the Trusts spreadsheet and database/diary alerts.

To fulfil the administrative elements of the post by:

- Ensuring that communications plans for all donors and supporters are managed and recorded in a timely, co-ordinated fashion and that each supporter receives feedback/contact in proportion to their support.
- Delivering an efficient and conscientious fundraising administrative and support service to **halow's** fundraisers, volunteers and supporters
- Assisting with all activities which help to raise funds (including the preparation of proposals and reports, audio-visual materials, appeals, events, accurate record-keeping etc.)
- Assisting with the smooth running of the organisation more generally
- Ensuring that all contact information is collated and recorded on the Fundraising database effectively.

To fulfil any other responsibilities of the post including:

- *Being responsible for Safeguarding around young people (children and vulnerable adults) and attending and completing training as required.*
- *Participating in regular supervisory sessions, appraisals and team meetings*
- *Attending, completing and keeping refreshed any training as identified and required*
- *Contributing to the continuous improvement of fundraising service standards in order to maintain our excellent reputation.*
- *Demonstrating commitment to halow's mission statement and aims*
- *Adhering to the Organisation's internal policies and procedures*
- *Ensuring awareness of your legislative obligations and adhere to these at all times*
- *Being part of the halow "on call rota" and all duties this entails (see separate documentation)*
- *Attending functions or networking meetings to promote the services of halow project as necessary*
- *Attending internal or external meetings as required*
- *Any other duties which may be reasonably required of the post*

*This is a description of the job as it is presently constituted. It is the practice of **halow** to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is the Organisation's aim to reach agreement on changes, but if agreement is not possible, the Organisation reserves the right to insist on changes to your job description, after consultation with you.*

PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>
<i>Experience</i>	<ul style="list-style-type: none"> • At least 2 years' experience of trust and/or corporate fundraising. • Strong organisational skills with the ability to meet deadlines, plan and prioritise • Experience of sourcing, negotiating and managing partnerships. • Experience of managing a varied and demanding workload • Ability to demonstrate previous success in raising income from companies, trusts or high net worth individuals. • Ability to identify and research potential donors. • Experience of using a database • Experience of developing sustainable growth of a pipeline in a fundraising environment 	<ul style="list-style-type: none"> • Experience of managing budgets. • Experience of writing and delivering partnership account plans • Experience of working with people with a learning disability or an understanding of the needs of people who have a learning disability. • Experience of working with volunteers
<i>Qualifications and Knowledge</i>	<ul style="list-style-type: none"> • Excellent understanding of the corporate sector • Excellent knowledge of the fundraising environment and regulatory framework in the voluntary sector. • Strong presentation skills with the ability to present ideas clearly • Ability to manage a varied workload and work under pressure • Demonstrates an understanding of the role and the work that halow do. • Willingness to undertake induction and mandatory training as required • An understanding of equal opportunities, respect, individuality and promoting independence 	<ul style="list-style-type: none"> • Ability to monitor and forecast income and expenditure, and manage risk appropriately.
<i>Skills and Personal Attributes</i>	<ul style="list-style-type: none"> • Results orientated and commitment to achieving budgets • Creativity, high level presentation and project management skills. 	<ul style="list-style-type: none"> • A driving licence and access to a vehicle which can be used for business purposes with valid business insurance/cover

	<ul style="list-style-type: none"> • Excellent communication, networking, and strong relationship building skills. • Excellent research skills, good at managing and presenting information • Strong verbal and written communication skills • Good IT skills (MS Office) with solid database knowledge and understanding • Demonstrable writing and proofreading skills with excellent English grammar and attention to detail • Outstanding persuasive writing skills • Excellent attention to detail • Honest, reliable and punctual. • Strong partnership working skills and the ability to develop and maintain effective working partnerships. • Good organizational skills • Ability to cope under pressure • Demonstrates a commitment to halow and is an advocate of the great work that the organisation does • Clean, full driving licence. This post will involve work to include evenings and some weekends in order to meet the needs of the post • Post subject to a Disclosure and Barring Service check 	
<p><i>Other</i></p>	<ul style="list-style-type: none"> • A willingness to work flexibly (the role entails delivery at evenings, weekends and holiday times, as well as office hours) • A willingness to undergo a DBS check in order to work for the Organisation 	