**Job descripton**

**cOrporate fUNDRAISER**

|  |
| --- |
| REPORTS TO: Head of UHCW Charity |
| 37.5 HOURS (Part-time considered) | Salary RANGE: £26,000 - £35,000Dependent on EXPERIENCE  |
| **JOB PURPOSE** To coordinate and proactively develop corporate fundraising activities for UHCW Charity through engagement with local and regional businesses, UHCW NHS Trust wards and departments, patients and their families and through donor-led relationship management with new and existing supporters. Working with these groups and individuals to help UHCW Charity to grow its corporate fundraising income and local profile |
| **PRINCIPAL OBJECTIVES** * To manage corporate fundraising for UHCW Charity, ensuring appropriate co-ordination across different fundraising activities and delivering agreed annual income targets
* Working with the Head of UHCW Charity to develop annual plans and budgets for corporate fundraising
* To implement a stewardship programme to engage existing donors as repeat supporters
* To research, identify and recommend new potential business relationships or other opportunities for UHCW Charity to increase fundraising income
* To recruit and manage a UHCW Charity Business Group
* To represent UHCW Charity at events, meetings and networking opportunities

**DUTIES AND RESPONSIBILITIES****FUNDRAISING*** Develop a programme of opportunities for our current corporate supporters to support UHCW Charity
* Engage corporate supporters through face to face meetings, presentations and phone calls to inspire them to support the Charity
* Provide support, advice and resources to corporate supporters to ensure that they have the resources to maximise their fundraising for UHCW Charity
* Deliver presentations, attend meetings and events as part of the corporate relationship management programme
* Communicate impact, share approved case studies, updates and engage corporate supporters in activities to strengthen their relationship with UHCW Charity

**STEWARDSHIP*** Contribute to the fundraising team’s effective and excellent stewardship of donors
* Deliver timely and personalised thank you letters for all donations received from corporate donors
* Deliver effective and timely pre and post-engagement communications
* Follow up on and deliver actions discussed during corporate supporter meetings
* Identify and establish new relationships by researching and capitalising on local business networks
* Engage with and report regularly to corporate supporters and their employees
* Ensure UHCW Charity meets the requirements of any donation, including offering supporter visits, recognition opportunities, PR and updates

**DATABASE - HARLEQUIN*** Maintain accurate and up-to-date records of relevant supporter communications
* Maintain accurate and up-to-date records of opportunities, relationships and contacts
* Maintain accurate and up-to-date records of pledges, donations, volunteering, gifts in kind and acknowledgments

**ADMINISTRATION*** Produce reports, and other information for the Head of UHCW Charity
* Follow up enquiries, meetings and presentations and check on progress to ensure outcomes can be monitored
* Work closely and effectively with the fundraising team to gather and collate information that enhance UHCW Charity’s case for support and ensure that opportunities are not missed

**FINANCE** * Working with the Community & Events Fundraiser, contribute to budget preparations by providing supporter target lists and anticipated income to the Head of UHCW Charity
* Liaise with the Charity Administrator to ensure that all donations are acknowledged and coded correctly

**RELATIONSHIPS*** Build good relationships with donors and provide an excellent level of supporter care
* Establish and maintain high quality relationships across the hospitals and Coventry and Warwickshire Partnership Trust

**OTHER*** A willingness to travel and work flexibly in line with supporters’ requirements (flexible working hours are essential for this role, with some evening and weekend working required)
* Operate within Charity Law, GDPR and the Fundraising Regulator
 |
| **ESSENTIAL WORK SKILLS*** Ability to present information to senior managers and employees clearly and concisely
* Exceptional communication skills: written, face-to-face and on the phone
* Outstanding organisation skills and the ability to manage multiple tasks at one time
* Exemplary interpersonal skills and the ability to communicate with a wide range of people
* The ability to solicit and develop support for UHCW Charity from a wide variety of corporate stakeholders
* Good level of computer literacy particularly Excel, Outlook, Word, PowerPoint and customer relationship databases

**PERSON SPECIFICATION****ESSENTIAL*** Minimum 1 year’s experience in corporate fundraising or in a corporate sales environment with a proven track record in account management, building and developing working relationships and effectively networking
* Emotionally intelligent with strong empathetic and social skills in order to relate to a wide variety of people and to develop effective networks
* A positive can-do attitude with the ability to deliver excellent work under time pressure
* Confident, cheerful with a friendly disposition and able to work as part of a team
* Sensitivity when dealing with donors, patients and with families who have been bereaved
* A flexible and positive attitude to work
* Ability to drive and availability of a car for business use

**DESIRABLE*** Experience of working in the charity sector
* Awareness of current issues in the charity sector and the NHS

**GENERAL*** In this role, the post holder will be required to adhere to all UHCW Charity polices including Equality and Diversity, Safeguarding, and Health and Safety
* Work flexibly and undertake activities as the role requires and as instructed by the Head of UHCW Charity
 |