**Job descripton**

**cOrporate fUNDRAISER**

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| 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 | |