



Job description

Job title:	Senior Fundraising Executive – Corporate
Location:	Southwark
Responsible to:	Senior Fundraising Manager - Corporate
Salary:	Grade D - £25,746 plus £3,000 Inner London weighting allowance – After 18 months in post the Experienced Rate for this post is £27,033.
Contract:	Permanent
Hours:	35 hours per week
Annual leave:	26 days plus 11.5 bank holidays and office closure days
Pension:	After probationary period matched employer contribution up to maximum of 5% of salary

Main aims of the post

- To support the Senior Fundraising Manager – Corporate in the account management of existing corporate accounts and to manage a delegated portfolio of smaller accounts.
- To research, approach and develop new corporate fundraising opportunities.
- To achieve own annual income targets and contribute to the achievement of team targets.
- Act as an advisor to other departments within Carers Trust, share expertise and knowledge of corporate fundraising and be the first point of contact for enquiries relating to corporate fundraising.

Scope and accountability

The post holder:

- will be supported by the Senior Fundraising Manager – Corporate
- has day to day responsibility for researching, managing relationships, communicating and delivering agreed income against prospects and existing corporate accounts
- is expected to take the lead in managing delegated accounts

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- will contribute to the development of plans for the Corporate Fundraising Department

Areas of Responsibility

Account Management

- To take the lead in the account management of agreed corporate accounts – responding to enquiries, providing reports, developing innovative partnerships and maintaining communication as appropriate
- To work with appropriate colleagues, to collate information for donors regarding our core work and specific projects.
- To motivate, lead and advise on staff fundraising and volunteering to corporate clients and their staff – managing and co-ordinating opportunities internally and across the network for their staff.

New Business:

- To identify and research potential new corporate donors using desk, telephone and online research techniques building up a relationship with the prospect and following up with face to face meetings where appropriate.
- To work with the Senior Manager to plan and carry out a rolling programme of tailored applications to meet agreed targets and timescales, raising funds and managing all stages of the application process through a range of cause related marketing, sponsorship, employee fundraising and corporate donation sources.
- To develop, write and present persuasive and innovative proposals, in conjunction with other directorates to support agreed fundraising priorities to maximise Carers Trust's income from the corporate sector and to raise the profile of the work of Carers Trust.

Information Management

- To provide thorough and detailed reports on existing and potential donors, ensuring clarity in their objectives, requirements and aims in a charity partnership and to ensure that this information is regularly updated and maintained.
- To maintain Raisers Edge and use it to provide regular reports alongside recording relationships and actions for existing partners and potential donors to help us build a strong prospect pipeline.
- To maintain up to date files on all corporate donors in accordance with the Data Protection Act.

Other

- To manage Corporate Fundraising activities/events as agreed, either alone or in conjunction with other members of the fundraising team.
- To handle enquiries that come to the corporate fundraising team and be able to respond flexibly to requests and work requirements.
- To contribute to the development of Carers Trust Fundraising directorate and Carers Trust as a whole.
- To represent Carers Trust at Fundraising events, including formal events.
- To undertake other duties as required by the Senior Fundraising Manager – Corporate and the Director of Fundraising

General

- To be committed to safeguarding and promoting the welfare of vulnerable adults and children.
- To work at all times within the philosophy and policies of Carers Trust.
- To comply with the Health & Safety at Work Act 1974 and with Carers Trust policy, paying particular attention to the reporting of dangerous situations.
- To have a commitment to developing quality by the implementation of Carers Trust quality evaluation tools along with any other standards set by Carers Trust.
- To respect the personal choice and lifestyles of colleagues, carers, and people with care needs, ensuring that equal opportunity principles are applied at all times.
- To undertake any other duties that may be considered commensurate with the level of the post.
- To offer a non-discriminatory service, available to all sections of the population, which recognises, respects and values diversity of culture and background.
- To act as ambassador for Carers Trust, protecting and promoting its good name and reputation at all times.

Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Proven experience in fundraising, marketing, sales or a similar environment. • Proven experience of corporate account management • Proven new business experience • Experience of working to and achieving financial targets 	<p>Corporate fundraising experience</p>
<p>Skills and abilities</p> <ul style="list-style-type: none"> • Excellent organisational skills with thorough attention to detail and ability to plan ahead. • Strong verbal communication skills, with the ability to deal with clients at all levels and deliver impactful presentations. • Strong written communication skills including the ability to develop persuasive proposals and clear impact reports. • Ability to cope with demanding situations. • Ability to use desk and online research techniques. • Ability to make cold approaches to contacts by telephone and email. • Ability to work as part of a small team. • To be self-servicing in IT skills e.g. Word, Excel, PowerPoint and Access, along with Microsoft Outlook. 	<p>Ability to be pro-active and self-motivating</p>
<p>Knowledge</p> <ul style="list-style-type: none"> • Good knowledge of a variety of fundraising income streams from companies. • Good knowledge of desk and online research techniques relevant to corporate fundraising • Good working knowledge of CRM databases, Excel and Word. • Understanding of the voluntary sector and corporate social responsibility 	<p>Understanding of carers' issues</p> <p>Knowledge of Raisers Edge</p>
<p>Other</p> <ul style="list-style-type: none"> • Understanding of, and commitment to, principles of confidentiality. • Understanding of, and commitment to, Equal Opportunities policy and practice. • The job may involve some evening and weekend work so the successful candidate would need to be flexible. We do offer TOIL when out of hours work is required. 	