



## **JOB DESCRIPTION – FUNDRAISING EXECUTIVE**

<b>LOCATION</b>	Bristol or home-based
<b>RESPONSIBLE TO</b>	Corporate Partnerships Manager
<b>HOURS</b>	35 hours per week
<b>FLEXIBLE WORKING</b>	<i>We are happy to discuss working hours to suit individual circumstances, including as a job share or compressed hours.</i>

### **PURPOSE OF POST**

The Fundraising Executive will join an experienced Corporate Partnerships team with an ambitious growth strategy. They will be responsible for maintaining relationships with our mid-value supporters including small to medium-sized companies and community groups. They will have the ability to identify and seize opportunities to bring in new supporters to Together for Short Lives and provide impeccable stewardship to increase supporters' lifetime value.

- Provide exceptional relationship management to a diverse mix of corporate supporters and community groups
- Develop and deliver a calendar of engaging fundraising and challenge events for corporate partners

### **DUTIES & RESPONSIBILITIES**

To achieve these objectives the post holder will be expected to:

- To work with companies, community groups and other supporters, adopting a proactive and forward-thinking approach to identify new opportunities to grow their support through a diverse fundraising mix – including employee fundraising, events, cause related marketing and payroll giving.
- To ensure a strong pipeline of activity, events, and partnerships for future growth, with the support of the Corporate Partnerships Manager, which meets agreed on KPIs (Key Performance Indicators).
- To advise fundraisers on all aspects of their fundraising including organisation of events, marketing, charity law and fundraising guidelines for events / fundraising activities.
- To support ongoing fundraising, managing donor communication, ensuring donors are stewarded and thanked within service level agreements, and fundraisers fully supported throughout their event participation.
- Provide monthly commentary on income and expenditure for accounts and other areas as required.

- Support the Corporate Partnerships Manager to create and deliver a calendar of corporate-partner focused challenge events each year, promoting campaigns to corporate partners and building broad engagement with them.
- Manage purchased places in challenge events such as London Marathon, Ride London or others as identified as strategically important for corporate partner income.
- Support the Corporate Partnerships Manager to design, and organise the delivery of, materials for bespoke corporate and challenge fundraising events and campaigns.
- Attend meetings with corporate partners and make presentations to staff at all levels.
- Work collaboratively with children's hospices across the UK (United Kingdom) to deliver the full potential of national corporate partnerships, and promote awareness of the National Fundraising Scheme to support business development

### **General responsibilities**

- To liaise with other departments within Together for Short Lives about all aspects of fundraising
- Attend events and activities throughout the UK on behalf of Together for Short Lives, as and when required
- To ensure that record-keeping is efficient and effective, which will include inputting client details and contacts onto the database and making sure information is up to date
- To adopt a positive approach to personal and professional development, engaging in regular one to one meetings, and an annual performance review with the Corporate Partnerships Manager
- To be aware of, and act on, relevant health and safety responsibilities as an employee of Together for Short Lives, and adhere to these wherever you are working
- To work effectively with volunteers, giving support and guidance as required
- To carry out any other duties as are within the scope, spirit and purpose of the post as requested by your line manager
- To work in a way that reflects and supports Together for Short Lives' Values

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

*We do not expect anyone to be an expert in all these areas. As long as you meet the person specification, we can train you in any gaps in experience.*

## PERSON SPECIFICATION – FUNDRAISING EXECUTIVE

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Excellent working knowledge of Microsoft Office</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in a supporter facing fundraising role</li> <li>• A proven track record of or ability to secure new business from existing corporate or community audiences</li> <li>• Experience of providing excellent account management to clients or customers</li> <li>• Experience of developing and delivering creative fundraising ideas and events for a range of different audiences</li> </ul>	<ul style="list-style-type: none"> <li>• Project Management experience</li> <li>• Experience of working with fundraising databases</li> <li>• Experience of managing and delivering events</li> <li>• Experience of managing relationships with a variety of suppliers e.g., merchandise manufacturers, print, design</li> </ul>
<b>Abilities</b>	<ul style="list-style-type: none"> <li>• The ability to communicate and motivate supporters and key audiences face-to-face as well as by post, telephone and by any other appropriate methods</li> <li>• Confident in liaising with all stakeholders</li> <li>• A passion for working towards ambitious fundraising targets, and for the difference that corporate partnerships can make to our work</li> <li>• The ability to work collaboratively with other teams across the organisation</li> <li>• The ability to take control of workload and be a self-starter, and to work as a member of a team</li> <li>• The ability to work under pressure and to meet deadlines</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent IT skills and ability to use Microsoft Office, including Word, Excel, PowerPoint, Outlook</li> </ul>	<ul style="list-style-type: none"> <li>• To be familiar with ThankQ or other fundraising databases</li> <li>• Skilled in using design software such as Canva to create engaging fundraising materials</li> </ul>
<b>Knowledge &amp; understanding</b>	<ul style="list-style-type: none"> <li>• To possess, or to have the motivation to develop, a thorough knowledge of the work of Together for Short Lives and the children's palliative care sector</li> <li>• Knowledge of the Charities Act and Institute of Fundraising guidelines, ensuring all fundraising activities are fully compliant</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willingness to travel, including overnight stays</li> </ul>	<ul style="list-style-type: none"> <li>• Driving licence</li> </ul>