

**Job Title:** Corporate Fundraiser

**Reports To:** Income Generation Manager

**Disclosure Check Level:** Standard

**Working Hours:** 15-18.75 hours per week (we will work with successful candidate on their preferred hours)

**Location:** Flexible/Hybrid (working from home, and/or our offices in Magherafelt and Cookstown)

### **Overall Role Purpose**

Charis Cancer Care is a highly regarded charity in NI, and we are here to support people, across NI, affected by cancer at every stage of their journey. We also assist and support the families and supporters of those living with cancer or any family member bereaved by cancer through a range of holistic and complementary therapies. All our services are provided free of charge to people affected by cancer.

As Corporate Fundraiser in Charis Cancer Care you will support the Income Generation Strategy by maximising income opportunities from new and existing corporate partnerships and the ongoing development of corporate fundraising activity. This role plays a vitally important part in ensuring we can continue to deliver a wide range of important services for people on a cancer journey, or those bereaved by cancer. This is a varied role which offers a combination of hands-on input with the post holder expected to support the Income Generation Manager with the development of a Corporate Fundraising strategy, scoping corporate and business fundraising opportunities, building relationships, and leading on charity of the year applications. This is an exciting time to join Charis as we implement our Income Generation Strategy with lots of scope to develop and implement new corporate fundraising activity using your skills and experiences gained in previous roles. Working closely with the Income Generation manager and Events and Marketing Co-Ordinator, you will support with innovative ideas on the development of fundraising events and initiatives which appeal to the business community.

### **Key Responsibilities**

- Responsible for generating income from corporate fundraising opportunities, in line with agreed income targets.
- Responsibility for developing and implementing a corporate fundraising offer to business partners.
- Research and identify potential corporate partnerships.
- Identify opportunities to raise the profile of Charis Cancer Care with the corporate and business community.
- Develop proposals and presentations and secure new Charity of the Year and corporate partnerships in line with agreed objectives and targets.
- Developing, cultivating and sustaining fundraising relationships and networks with businesses across NI.
- Work collaboratively with the Income Generation Team maximising corporate support for Charis fundraising activity, including securing sponsorship for events.
- Increase the profile of Charis Cancer care through a variety of communication channels to generate engagement and interest in fundraising activities.
- Adhere to relevant fundraising legislation, including compliance with the Fundraising Regulator's Codes of Practice.

- Adhere to Data Protection legislation and Charis Cancer Care policies and procedures relating to the processing and storing of data.

### **People Accountability**

Number of Direct Reports: 0

Number of Indirect Reports: 0

Number of Volunteers Supervised: up to 5

### **Financial Accountability**

- Responsible for working within agreed annual budgets.
- Responsible for fundraising activities in line with agreed targets.

### **Person Specification**

#### **Job-Related Experience**

##### **Essential**

- At least 2 years' experience in corporate fundraising, sales or client relationships with a track record of success.
- Experience of developing new and managing existing client, corporate or business relationships.
- Excellent interpersonal skills, including influencing, negotiation and persuasion skills across a wide range of stakeholders.
- Strong organisational skills, with a structured and methodical approach to work and a clear focus on results.
- Capable of spotting new fundraising opportunities which align to the work of the charity.
- Ability to manage a demanding workload and multiple deadlines.
- Microsoft Office skills and IT literate.
- Excellent written and oral communication skills with experience in delivering presentations to a range of audiences.
- Access to a suitable vehicle that will enable the post-holder to meet the travel requirements of the post in an efficient and effective manner.
- Ability to work flexibly. This role will require some work outside normal working hours.

##### **Desirable**

- More than 2 years' experience in Corporate Fundraising.
- Proven experience of securing charity of the year partnerships.
- Thorough understanding of the regulatory environment for fundraising in the UK including data protection and the fundraising codes of practice.
- Experience of planning and management of corporate engagement activity and events e.g. Corporate meet and greets
- Digital marketing experience including use of social media.
- A recognised fundraising qualification
- Confident user of fundraising databases.

#### **Terms & Conditions:**

- 15- 18.75 hours per week (equivalent to 2- 2.5 working days.)
- Salary: £27,500 pro rata (£11, 000- 13,750)
- Working flexibly through a combination of working from home and/or our offices at Magherafelt and Cookstown. Travel will be required across the wider Mid-Ulster area, or other parts of NI.

- 15- 17.5 days Annual Leave (this is the pro-rata amount for part-time staff and includes a pro-rata allowance of 5 Bank Holidays)
- Membership of NEST Pension Scheme with 4% employer contribution.
- This post carries a 6-month probation period.
- The post is offered on a permanent basis.

This is a part-time post equivalent to 2/2.5 working days. We are happy to agree the precise working pattern and hours with the successful candidate.