

# JOB DESCRIPTION



<b>JOB TITLE:</b>	Corporate Fundraiser
<b>REPORTING TO:</b>	Chief Executive
<b>WORKING HOURS:</b>	37.5 hours per week (including occasional evenings and weekends)
<b>LOCATION:</b>	Reuben's Retreat Glossop & Ashton-under-Lyne
<b>SALARY:</b>	Negotiable dependent on experience

## OVERVIEW

Reuben's Retreat was founded in August 2012 just 2 days after 23-month old Reuben moved to heaven. His legacy "Reuben's Retreat" will be a home from home for children with life-limiting or life-threatening illnesses to spend time with their family, to relax and recharge. It already serves as a bereavement counselling support centre for families that have lost a child and for parents whose children may not reach adulthood.

## MAIN PURPOSE OF JOB

The postholder will be responsible for managing existing relationships with businesses who currently support us, as well as developing new relationships that will lead to financial support.

- Seek and develop new corporate partnerships, in particular, major, charity of the year and strategic relationships
- Manage and maximise the value of existing corporate partnerships
- Re-engage with and realise income from lapsed corporate partners
- Respond to unprompted contacts from prospective corporate partners
- Meet annual income targets and expectations

## DUTIES AND KEY RESPONSIBILITIES

- Achieve agreed personal fundraising targets from new and existing corporate partners and contribute to the achievement of charity-wide fundraising targets
- Research, identify and contact prospective corporate partners
- Develop, write and present persuasive and innovative proposals in conjunction with colleagues
- Work closely with colleagues to win new corporate partners, as well as optimise relationships with existing corporate partners
- Develop creative fundraising plans that inspire and motivate businesses to support us
- Prepare and deliver powerful presentations to a diverse range of audiences of all sizes and seniority
- Maintain regular contact with existing corporate partners
- Provide written reports to corporate partners as required
- Develop, communicate and deliver appropriate engagement programmes (including fundraising, volunteering, pro bono giving and exchange-of-experience) to existing corporate partners

- Ensure that any corporate events are properly supported and appropriate plans are in place to ensure that all interactions with us are professional and memorable.
- Support the Community Fundraiser to raise funds through local events and contacts
- Ensure that all donations and income streams are correctly recorded, tracked and gratefully received
- Reduce expenditure for the Charity by sourcing appropriate in-kind donations
- Ensure that all fundraising conforms to industry best practice and legal requirements
- Have an understanding of GDPR and its impact on fundraising activities
- Assist with the production of appropriate fundraising materials and ensure that all public relations opportunities are fully maximised
- Maintain accurate and up-to-date records on relationships and results with prospective and existing corporate partners

#### **ADDITIONAL RESPONSIBILITIES**

- Adhere to all of the charity's professional standards, policies and procedures
- Uphold ethical and professional standards and behaviour
- Comply with data protection regulations, ensuring that information and knowledge remains confidential
- Work autonomously, organising one's own time and resources efficiently
- Communicate regularly with the Chief Executive and other managers
- Implement Reuben's Retreat's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment
- Carry out additional reasonable duties as may be required which are commensurate with the nature of the post to meet the wider needs of the Reuben's Retreat
- During the course of your employment you may have access to, see or hear information of a confidential nature and you are required not to disclose such information, particularly relating to beneficiaries or staff. All person identifiable information must be held in the strictest confidence and should be disclosed only to authorised people

# PERSON SPECIFICATION



## CORPORATE FUNDRAISER

[E] Essential criteria  
[D] Desirable criteria

### EXPERIENCE

- Have excellent relationship building skills and a track record in creating mutually beneficial partnerships within the corporate sector [E]
- Proven experience in corporate fundraising or a sales environment generating significant income [E]
- Experience in writing and delivering presentations and speeches to a wide variety of audiences [E]
- Demonstrable experience of identifying, successfully acquiring and developing new business opportunities [E]
- Proven track record of achieving financial targets and keeping financial records [E]
- Experience in partnership fundraising and/or relationship building [E]
- Experience of recruiting to and working with volunteer groups [D]
- Experience of working on own initiative and as part of a team [E]
- Practice in managing projects on your own from start to finish [E]
- Working with children's or families support services [D]
- Understanding of GDPR and its impact on fundraising activities [D]

### SKILLS/KNOWLEDGE

- Clear understanding of the role of fundraising within the charity sector [E]
- Exceptional written, verbal and interpersonal communication skills [E]
- Ability to understand the strategic aims of the organisation and to translate these into presentations [E]
- Confident speaker and able to converse with a variety of audiences [E]
- Understands the principles of event planning and management [D]
- An appreciation of different methods of fundraising in the charity sector [E]
- Able to set and manage own priorities, work independently and act on own initiative [E]
- Computer literate, including social media [E]
- Understanding of the voluntary sector [D]
- Organisational, planning, time-management and administrative skills [E]
- Full driver's license and own car and with regular travel within the local geographical region (and occasionally further afield) [E]

### PERSONAL QUALITIES

- Warm, friendly and approachable character [E]
- Ambitious, self-motivated and target driven [E]
- Enthusiastic, confident, positive and self-motivated [E]
- Highly organised with an ability to work to deadlines and able to work under pressure
- Tactful, discreet, tolerant, flexible attitude [E]
- Treat colleagues and beneficiaries with dignity and respect [E]

- An empathy with the needs of families of life-limited children and those bereaved of a child [E]
- Ability to work well under pressure and manage competing priorities effectively [E]
- Able to work outside of normal office hours as required, including evening and weekend work [E]

<i>Charity no.:</i>	1150436
<i>Registered office:</i>	Suite 4, St Michaels Court, St Michaels Square, Stamford Street Central, Ashton under Lyne, OL6 6XN
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<i>Telephone:</i>	01457 680 023
<i>Website:</i>	<a href="http://www.reubensretreat.org">www.reubensretreat.org</a>
<i>Facebook:</i>	<a href="https://www.facebook.com/ReubensRetreat">ReubensRetreat</a>
<i>Twitter:</i>	<a href="https://twitter.com/ReubensRetreat">@ReubensRetreat</a>
<i>YouTube:</i>	<a href="https://www.youtube.com/ReubensRetreat">Reuben's Retreat</a>