****

**Job Title: Corporate and Community Fundraising Manager, Scotland**

Location: Working from Home and travelling to meetings with supporters whenever required. Occasional Team Meetings in London but mostly remote.

Hours: 37.5 hours per week in line with Honeypot’s working from home policy.

Reporting To: Director of Income and Communications

Salary: £33,000 to £35,000 depending on experience or skills and competences.

**OVERVIEW OF THE ROLE**

Honeypot seeks a talented Corporate and Community Fundraising Manager for Scotland

Founded 26 years ago, the Honeypot Children’s Charity has developed from a local, to regional to being a National Charity that spans, large areas of the UK.

Our latest expansion, the opening of our Residential Respite House, The Old School Dalleagles, New Cumnock, Ayrshire will support young carers living in the Central Belt of Scotland. Young carers are children aged 5 to 12 who look after a sick or disabled parent or sibling. There are 800,000 young carers in England and Wales and 100,000 in Scotland. There is a great need for our Support Services.

Honeypot Scotland presents a wonderful opportunity to develop fundraising for our charity. Honeypot raised £2.7 Million in 2021-22, and our fundraising income has been rising consistently for several years. This has been achieved due to our well established and winning brand, our unique range of highly fundable services, and a dynamic and go-getting professional Honeypot staff.

Corporate and Community Fundraising has always been an area of fundraising where Honeypot has succeeded. Honeypot has had such Corporate Supporters as:- a £1M COTY partnership with Bank of America; A National Campaign with The Body Shop, A major Partnership with Munich Re, a portfolio of over 50 leading company’s in long term funding relationships with Honeypot. Honeypot has also succeeded in Community fundraising, receiving substantial support from The Masons Grand Charity; Golf Clubs; leading public schools such as Eton College. We now seek to replicate this success over time in Scotland.

“There is nothing more motivating for donors than to visit a Honeypot House, to see children on a visit or just to see the high quality of the facilities we provide.

As Corporate and Community Fundraising Manager for Scotland, conducting site visits of Honeypot House Dalleagles, as and when they are needed, will be a key role.

There may be an opportunity to develop a small number of key events in Scotland, such as a carol concert or challenge event participation, such as the Glasgow Marathon.  You will be the lead for these events both organising and attending them”.

Supported by Honeypot’s Director of Income & Communications, and our Digital Marketing & Social Media Team, and a collegiate team of seven fundraisers based in England , the Corporate and Community Fundraiser, Scotland will enjoy be strongly supported and working for a forward looking, ambitious and growing Children’s Charity.

If you relish occupying an exciting new role with massive potential for success, that will give you much leeway to manage your own success while being highly supported by a dynamic team, we would love to hear from you. I attach the Corporate and Community Fundraising Managers Job description.

Anthony Cummings

Director of Income and Communications

The Honeypot Children’s Charity

**Corporate Fundraising Key Roles and Skills:**

* Experience of Corporate Partnerships Fundraising – research new corporate leads and work with the Director of Income and Communications, and Digital Marketing and Social Media Team to develop the best case for support for each individual prospect.
* Excellent account Management and relationship building skills – Researching and preparing donor profiles
* Experienced at generating new business and increasing income to support the ongoing work of the charity
* Strong presentation and communication skills – preparing and delivering compelling presentations for pitches to prospective partners
* Knowledge of managing budgets and forecasting income and expenditure
* Management of the database and business development tools and records
* Assisting in developing, monitoring, and delivering a sector led strategy
* Build and maintain a strong prospect pipeline, identifying, developing, and helping to secure multi-year partnerships including Charity of the Year, Selection by Staff Vote, and Cause Related Marketing Opportunities
* Highly motivated and able to work on own initiative as well as part of a team
* To identify grants within the corporate sector and make compelling applications

The post holder will have excellent organisational and planning skills with the ability to prioritise and manage work under pressure, deal with conflicting demands and to meet tight deadlines. The successful candidate will work with the Director of Income and Communications to continue to develop an effective corporate fundraising strategy as an integral part of the charity’s overall fundraising. You will also assist the Director of Income and Communications to produce an integrated Communications and PR strategy to promote key successes internally and externally for corporate partners. You will have a high degree of professionalism and have exceptional networking and relationship building skills. You will be confident in delivering speeches and presentations to raise the profile of the charity and generate support and funding. The successful candidate will be highly motivated, enthusiastic and have a flexible attitude.

You will have the ability to research into potential corporates and be fully competent in MS Word, Excel and PowerPoint

**Community Fundraising Key Roles and Tasks**

* Prioritise your time to focus on identifying and applying to small number of larger Community Partnerships, such as The Masons; Public Schools; Golf Captains Charity Partnerships.
* Champion Honeypot’s Annual National Individual Giving Initiatives to gain participation and giving from potential Scottish Donors. Such past initiatives have included The Summer and Christmas Big Give; and an Annual Mega Matched Funding Appeal raising a high six figure sum.
* Lead on Honeypot’s Patrons Campaign, to secure committed giving at the five- figure level as well as helping to promote regular monthly standing order donations at any level.
* Have an entrepreneurial approach to income generation, to be alert to potential opportunities for new income wherever it may arise.

**Person Specification**

|  |  |
| --- | --- |
| Essential | Desirable |
| Excellent Fundraising and Relationship Building Skills and Competences, as witnessed by a minimum of 2 years’ experience in a fundraising or other income generation post. | Educated to degree level or evidence of possession of a good education |
| Entrepreneurial flair and a passion for developing new initiatives |  |
| Experience of researching and identifying prospects and recognising the potential of high net worth individuals, as evidenced by reference to research you previously carried out |  |
| Ability to liaise and work harmoniously with a wide range of colleagues, including front line service providers, fundraising colleagues, Directors, and Chief Executive |  |
| Ability to engage Corporate Personnel and Corporate Supporters as well as build partnerships across a wide range of organisations including Schools, Rotary Clubs, Masonic Chapters, and other Community Organisations, as evidenced by concrete examples of partnerships you have engaged. |  |
| Knowledge and Experience of working for a young carers organisation or a Children’s Charity or clear transferable Skills from other Charity or Sales Sectors |  |
| Ability to work to targets and tight timeframes |  |
| Ability to speak confidently to groups of people in a variety of settings |  |
| Willingness and Flexibility to take responsibility for roles and responsibilities as identified by your line manager, which are not listed here. |  |
| This list is indicative and not exhaustive. |  |
|  |  |