

Corporate Fundraising Officer – Job Description

Main Duties and Responsibilities:

- Supporting with the development and implementation of a new Income Generation strategy that contributes directly to the success of SHA's overarching Standing Tall strategy.
- Stewardship of excellent relationships with our corporate supporters across Scotland, maximising engagement and inspiring them to support the charity in the long term.
- Helping to shape the future of the Fundraising Team by feeding into key decisions such as stewardship journeys, our product and event portfolio, and team collaboration. You will also contribute to the redesign of fundraising materials and merchandise.
- Working alongside our HD Advocates to influence opportunities to pitch for identified small business partnerships, education (schools/universities) partnerships and community group funding opportunities.
- Spending time in the field building income across all streams by cross selling and engaging supporters in SHA's work by, for example, encouraging fundraising volunteer/ambassador to open up their networks and helping us approach their workplace/employer for corporate support.
- Working with the Fundraising Team to introduce a corporate discounts leaflet, offering incentives to our existing corporate partners to sign-up for active events in group, for example, purchasing places in bulk.
- Contributing to the development of a flagship fundraising dinner/ball (within two years) that will enhance our profile during HD Awareness month in May. This will involve helping to identify influential, well-connected committee volunteers through our existing networks to sell tables, source auction prizes and raffle items.
- Maintaining accurate supporter records on the SHA funder database (eTapestry).
- Developing and maintaining excellent working relationships with all colleagues, service users and key stakeholders both internally and externally.
- Taking responsibility for professional self-development and participation in the SHA appraisal system.
- Ensuring our corporate supporters are compliant with SHA's regulations, policies and practices.
- Operating within Charity Law and Data Protection legislation, and adhering to the Fundraising Standards Board Code of Practice.
- Undertaking any other duties agreed with the Senior Fundraising Officer.

The successful applicant will have:

- A proven track record of effective prospect research building and managing a varied fundraising portfolio.
- Experience of fundraising from corporates.
- Experience of researching and developing targeted proposals for presentation to prospective supporters.
- Experience of developing and maintaining long term relationships with corporate or community supporters.
- Experience of attending meetings with corporates and pitching, supporting with a fundraising initiative pitch, other presentation experience.

Key skills**Essential:**

- Excellent written skills including writing persuasive copy for funding proposals.
- Ability to monitor and evaluate patterns of support ensuring that full records are maintained on the database.
- Good interpersonal skills, ability to liaise with people at all levels, on the telephone, face to face and in writing, together with the ability to make presentations to a range of audiences on fundraising ideas and the work of Scottish Huntington's Association.
- Demonstrable initiative and determination.
- Proven ability to work alone as well as part of a team.
- Proven ability to prioritise work.
- Agile approach to work.
- Good attention to detail and accurate record keeping.
- Good networking and relationship building ability.

Desirable:

- Knowledge of the Huntington's disease and its impact on families across Scotland.
- Experience of using a Fundraising database, such as eTapestry.

Qualifications and experience

Educated to degree level in a relevant discipline + experience in a similar role
or

Five years' experience in a similar role + portfolio of work.