

JOB DESCRIPTION

Post:	Corporate Fundraiser
Responsible to:	Corporate Fundraising & Partnership Manager
Location:	Edinburgh/Hybrid
Salary:	£25,155 TO £30,083 (Pro-rata)

Role Summary

To implement Children First's corporate fundraising and partnerships fundraising strategy whilst keeping expenditure within agreed limits. Developing strategic and transformational partnerships is critical to growing unrestricted and restricted sustainable income. You will play a key role in securing new partnerships, including charity of the year, and developing stewardship journeys ensuring partners feel valued and understand the impact they are making.

Duties and Responsibilities:

Income generation

- Implement the corporate fundraising and partnerships strategy and ongoing delivery of corporate partnerships to achieve annual fundraising targets.
- Conduct prospect research to grow the corporate partnerships pipeline.
- Support the delivery of cultivation events, proposals and pitches to secure new partnerships.
- Build relationships with organisations that share the charity's values and meet its ethical policy.
- Implement partnership plans to ensure partnership goals are met and maximise fundraising.
- Represent the charity at partner meetings, networking events, business breakfasts and other external events.
- Develop effective relationships with children and family service colleagues to identify funding opportunities and ensure internal stakeholders are engaged, consulted, and updated appropriately.
- Maintain accurate and up to date records of relationships and activity on Raiser's Edge.
- Write compelling copy for corporate fundraising communications and campaigns.
- Work with the marketing team and graphic designer to ensure materials are on brand.
- Work with the database and supporter care manager to evaluate and gain insight from corporate fundraising activity and make recommendations
- Work with supporter care to thank corporate partners and ensure an exceptional level of supporter care.
- Ensure the website is up to date with corporate fundraising activity.
- Keep abreast of trends and developments in the fundraising sector.
- Contribute to Children First cross-organisational working groups and ensure team delivery of charity goals and objectives.

- Ensure all activity is run in compliance with the Chartered Institute of Fundraising codes of practice
- Maintain accurate and up to date records and accept responsibility for the safe and secure handling and storage of confidential information, and in accordance with GDPR and Children First’s own data protection policies

Other Responsibilities

- To be committed and adhere to Children First vision, mission and values.
- To comply with Children First child protection and adult protection policies and procedures and with national guidance.
- To comply with Children First code of conduct.
- To actively consider the involvement of children, young people and families with whom we work, in all areas of practice and to implement the Children First participation standards.
- To actively consider the involvement of volunteers in all areas of our work and to implement the Children First volunteer development policy.
- To observe all health and safety requirements.
- To work within and promote policies in relation to equal opportunities and anti-discriminatory practices.
- To undertake any other reasonably required duties as instructed by line manager or someone acting on their behalf, in addition to the role specific responsibilities detailed below.

Person specification

Need to Have	Need to Show	Need to Know	Need to Be	Core Values
<p>Essential criteria</p> <p>At least 1 years’ experience in a similar role and a proven track record in securing income</p> <p>Experience of generating new business</p> <p>Proven creativity in developing ideas to present to companies in support of a fundraising idea</p>	<p>Essential criteria</p> <p>Excellent written and verbal communication skills, including the ability to write concise and engaging fundraising copy and promotional materials</p> <p>Ability to work and make decisions both independently and collaboratively</p> <p>Able to work to deadlines while</p>	<p>Knowledge of current trends and new techniques in fundraising</p> <p>Experience of partnership working</p> <p>Good negotiation skills</p>	<p>Flexible approach to work</p> <p>Able to travel to Children First offices across Scotland</p> <p>A willingness and ability to travel to attend meetings and events</p> <p>Able to work occasional evening and weekends</p> <p>A commitment to and understanding</p>	<p>With love we put children first.</p> <p>With purpose we transform children’s lives together.</p> <p>With strength we do whatever it takes to protect Scotland’s children.</p>

<p>Working in a target driven environment</p> <p>Ability to network and create good working relationships with people and organisations at all levels</p> <p>Ability to work with team colleagues in a manner consistent with the values of the charity and highest levels of empathy</p> <p>Excellent ICT skills (MS Office applications)</p> <p>Desirable criteria</p> <p>Professional qualification in fundraising or marketing</p> <p>CIOF membership</p> <p>Experience of working with Raiser's Edge</p> <p>Experience of managing budgets</p> <p>Understanding of child protection and trauma recovery.</p> <p>An understanding of and commitment to the principles of involving volunteers.</p>	<p>managing a wide and varied workload using strong organisational skills</p> <p>Ability to assimilate information and recognise the importance of attention to detail</p> <p>Confident and able to form effective and credible relationships with all levels of staff</p> <p>Excellent presentation skills</p> <p>Desirable criteria</p> <p>An awareness of and interest in the work of Children First</p>		<p>of the principles of participation</p> <p>Confident with public speaking</p>	
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