

Job Description

Corporate Fundraiser

Salary £34,997 per annum

Safe and Sound Homes (SASH) is a registered charity providing accommodation for homeless young people aged 16-25 in the homes of its hosts. The charity has operated since 1996 and currently provides emergency 'Nightstop' and longer-term Supported Lodgings accommodation covering North Yorkshire.

Job Purpose and Summary

A key position within a small and collaborative team, where you'll focus on maximising income from corporate partnerships. You'll nurture existing corporate supporters and build and manage your own portfolio of corporate donors, identifying new opportunities and providing excellent stewardship to secure ongoing support.

Reporting to: Fundraising and Communications Manager

Based at: Hybrid working between home and the York office.

Hours: 37 hours per week, occasional evening and weekend working required.

Job Duties and Responsibilities

1. Lead on the corporate fundraising element of the fundraising strategy in line with the wider organisational strategy.
2. Research and identify new business opportunities to develop the partnership pipeline.
3. Identify, research, engage and cultivate new prospective corporate partnerships
4. Create compelling proposals/pitches for potential partners to drive income growth and engagement.

5. Account manage and steward all corporate partners to secure ongoing financial support.
6. Identify and build relationships with new prospects who have the capacity to support at five/six figure level.
7. Support the organisations long-term strategy by gaining long term / multi-year trust and major donor funding.
8. Develop and manage the delivery of an annual work plan and pipeline for corporate fundraising.
9. Identify corporate funders to support the charity's enhanced support programme, which provides holistic support to young people within our service.
10. Collaborate with members of the Senior Management Team and where applicable the wider staff team to create new and innovative funding proposals.
11. Produce and maintain accurate records of all corporate income and expenditure. Take responsibility for achieving financial targets.
12. Work closely with the Senior Management Team and Trustees to maximise networking opportunities.
13. Recording all corporate partnership data on the database and running reports to track income and trends.
14. Work with the wider communications team to develop engaging proposals to aid income generation.

Other

1. Play an active role in the Fundraising and Communications team and wider organisation, developing strong relationships with colleagues.
2. Work in a joined-up manner that promotes effective communication and streamlined processes across the different SASH teams that focuses on achieving positive outcomes for young people facing homelessness.
3. Identify training and development needs and actively participate in new learning opportunities.

4. Demonstrate a commitment to SASH's organisational values.
5. Ensure all communications are UK GDPR and Fundraising compliant. Work at all times with due regard to SASH's policies and procedures.
6. Contributing to the wider profile raising, fundraising and income generation activities at SASH, including supporting the planning and delivering of events and deputising for colleagues.
7. This post is subject to a basic DBS check which will be carried out immediately on offer for a job and again every three years.
8. This job description covers the main duties of the post but is not intended to provide an exhaustive list of tasks. The post holder is expected to undertake any other reasonable duties within the scope of the role as specified by the Fundraising and Communications Manager.

Person Specification

Person Specification Criteria	Essential or Desirable?	Assessed by?
Education/Qualification		
Educated to degree level or equivalent	D	Application Form
Evidence of ongoing professional development	E	Application Form
Experience		
Demonstrable success in growing corporate fundraising income.	E	Application Form/ Interview
Experience of managing and cultivating partnerships and meeting income targets	E	Application Form/ Interview
Demonstrable experience in securing five/six figure income from corporate partners		
Demonstrable experience of developing and maintaining relationships with partners and/or supporters that ultimately generate income	E	Application Form/ Interview
Ability to influence and negotiate at pitch and agreement stage with prospects	E	Application Form/ Interview
Demonstrable experience of managing a diverse workload and working to deadlines under pressure	E	Application Form/ Interview
Knowledge		
Extensive knowledge of corporate fundraising principles and other fundraising streams	E	Application Form/ Interview
Understanding of the UK fundraising sector, trends and working within the FRSB rules and guidelines	E	Application Form/ Interview
Skills and Abilities		
Ability to write high-calibre, persuasive and compelling proposals and charity of the year applications	E	Application Form/ Interview
Excellent communication skills both written and oral.	E	Application Form/ Interview
Excellent relationship building skills and an ability to work with a variety of stakeholders	E	Application Form/ Interview
Ability to adapt style for difference audiences and have exceptional attention to detail	E	Application Form/ Interview
Ability to influence and negotiate at pitch and agreement stage with prospects	E	Application Form/ Interview

Write about services, the impact of services on our young people including case studies with a sensitive approach	E	Application Form/ Interview
Ability to work as a member of a team and support colleagues	E	Application Form/ Interview
Ability to maintain up-to-date and accurate corporate income and expenditure records	E	Application Form/ Interview
Ability to prepare and present reports in a professional, concise and meaningful manner	E	Application Form/ Interview
High level of computer literacy including Microsoft Office and CRM database	E	Application Form/ Interview
Proactive approach, self-confidence and self-reliance to undertake the role	E	Application Form/ Interview
Good level of numeracy, literacy, report writing and IT skills	E	Application Form/ Interview
Other		
Commitment to SASH's organisational values and the behaviours that underpin these values	E	Application Form/ Interview
Willingness to undertake training and a commitment to continuous personal development	E	Application Form/ Interview
Willingness to work flexibly and able to travel to across SASH's geographical delivery areas, if needed	E	Application Form/ Interview

Employee Signature	
Manager Signature	
Date	