This post is subject to a satisfactory Criminal Records Bureau (CRB) declaration. A full CRB check may be carried out on randomly chosen declarations which will disclose all cautions, reprimands and warnings as well as convictions.

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| **1. Post** |
| Post: | Corporate Partnerships Officer |
| Department: | Fundraising |
| Contract: | Part time (3 days a week), permanent. Flexible working may also be considered if requested. |
| Salary: | £23,000-£27,000 pro rata per annum. Dependent on experience.  | Date: | April 2018 |
| **2. Supervisory responsibilities/position in structure** |
| Responsible to: | Head of Fundraising |
| Responsible for: | Volunteers  |
| **3. Main function of job** (Note: in addition to these functions employees are required to carry out such other duties as may reasonably be required) |
| 1. To manage corporate fundraising relationships to ensure income is maximised
2. To secure new business opportunities within corporate fundraising
3. To manage the financial and administrative aspects of corporate fundraising
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| **4. Main duties** (brief description)Duties/Responsibilities | Level of responsibilitydirect or indirect (D/I): |
| **To manage corporate fundraising partnerships to ensure income is maximised**Manage the stewardship of new and existing corporate partners Manage the development of corporate donors through written communications and reports, organising face-to-face meetings and events and briefing all those involved in developing relationshipsNegotiate cause related marketing contracts with new and existing corporate partners, ensuring all commercial, legal objectives and obligations are met.Coordinate quarterly  meetings of The Lullaby Trust Sales Committee, preparing papers and writing minutes for meetings.**To secure new business opportunities within corporate fundraising**Lead on the development and implementation of a corporate fundraising strategy and operational planLead on researching and identifying corporate fundraising opportunities (charity of the year, cause related marketing, sponsorship, philanthropic donations, employee fundraising). Planning and executing relevant and timely approaches in order to establish new relationships.Attend pitches for new partnerships, presenting to prospective partners face to face Research, develop and write persuasive ‘cases for support’ and tailored proposals regarding new and existing Lullaby Trust projects and activities Work closely with colleagues across the wider organisation on joint prospecting, joint approaches and securing corporate support of events **To manage the financial and administrative aspects of corporate fundraising**Manage all administrative aspects of corporate fundraising and ensure the database is used effectively and efficiently to manage corporate donor records Deliver financial targets and monitor income for corporate fundraising and sponsorshipWork closely with the Head of Fundraising in setting annual income and expenditure budgets and forecastsAttend Lullaby Trust events to engage with prospects and donors. This will include some out of hours and weekend work. Time Off In Lieu will be given when this occurs Undertake any other reasonable duties as may be required | DDDDDDDDDDDDDD |

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| **5. Requirements to carry out job** |
| Essential or desirable requirement – please indicate against each heading | E | D |
| Qualifications/education required: |  |  |
| GCSE standard  Degree/Higher Education  | E | D |
| Competencies required: |  |  |
| Demonstrable relationship management experience with corporate supportersProven track record of achieving income against agreed financial targets Demonstrable experience of asking for corporate support face to face Experience of developing new and existing corporate partnerships Proven track record of using research sources and methods to develop corporate fundraising opportunitiesExperience of working within a sales, marketing or commercial environmentAbility to represent The Lullaby Trust at internal and external events and functions Experience of liaising with senior staff and trusteesAbility to use own initiative, manage time effectively and to prioritise tasksAbility to form and maintain sound relationships and to work within a teamAbility to deal sensitively with bereaved parents who contribute to fundraising initiativesHigh level of efficiency, able to cope under pressureCommitment to the highest level of donor care | EEEEEEEEEEE | DD |
| Personal characteristics required: |  |  |
| Self-motivator with initiative A ‘can do’ attitudeProactive, innovative and responsive approachEmpathetic approach to the issue of sudden infant death Commitment to the organisation’s strategic goal to reduce the rate of unexplained SIDS by 2020 | EEEEE |  |
| **6. Special terms** |
| Working in different locations: | Assisting at Lullaby Trust events outside of the office as and when required  |
| Benefits | 25 days annual leave pro rata per annum Eye-care vouchers and child care vouchersFree travel loan to work after probation period Matched pension contributions up to 5% after 3 monthsThe Lullaby Trust operates a company pension scheme into which qualifying employees will be automatically enrolled after 3 months. Default contributions are by salary exchange with the employee and The Lullaby Trust each contributing 1% of salary. |
| Selection process | Please email your CV and a supporting statement explaining how you meet the person specification (no longer than two sides of A4) to Lucy Tambyraja, Head of Fundraising at LucyT@lullabytrust.org.ukApplication deadline: Midday, Tuesday 8th MayProvisional interview date: Tuesday 15th May |