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 responsibility  direct 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 relationships  Negotiate 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 plan  Lead 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 sponsorship  Work closely with the Head of Fundraising in setting annual income and expenditure budgets and forecasts  Attend 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 | | D  D  D  D  D  D  D  D  D  D  D  D  D  D |

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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 supporters  Proven 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 opportunities  Experience of working within a sales, marketing or commercial environment  Ability to represent The Lullaby Trust at internal and external events and functions  Experience of liaising with senior staff and trustees  Ability to use own initiative, manage time effectively and to prioritise tasks  Ability to form and maintain sound relationships and to work within a team  Ability to deal sensitively with bereaved parents who contribute to fundraising initiatives  High level of efficiency, able to cope under pressure  Commitment to the highest level of donor care | | E  E  E  E  E  E  E  E  E  E  E | D  D |
| Personal characteristics required: | |  |  |
| Self-motivator with initiative  A ‘can do’ attitude  Proactive, innovative and responsive approach  Empathetic approach to the issue of sudden infant death  Commitment to the organisation’s strategic goal to reduce the rate of unexplained SIDS by 2020 | | E  E  E  E  E |  |
| **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 vouchers  Free travel loan to work after probation period  Matched pension contributions up to 5% after 3 months  The 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.uk  Application deadline: Midday, Tuesday 8th May  Provisional interview date: Tuesday 15th May | | |