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| **1. Post** | | | | |
| Post: | Corporate & Events Fundraising Officer | | | |
| Department: | Fundraising | | | |
| Contract: | Part time, 2.5 days a week. 6month contract with possibility of extension | | | |
| Salary: | £26,000 - £29,000 FTE dependent on experience. | | Date: | August 2019 |
| **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 support corporate fundraising to ensure income is maximised 2. To manage the planning and organising of special events 3. To support new and existing relationships with major donors 4. To manage the financial and administrative aspects of corporate and events fundraising | | | | |

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| **4. Main duties** (brief description)  Duties/Responsibilities | Level of responsibility  direct or indirect (D/I): | |
| **To support corporate fundraising to ensure income is maximised**  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.  Support the stewardship of new and existing corporate partners and donors through written communications and reports, organising face-to-face meetings and events and briefing all those involved in developing relationships  Attend the quarterly meetings of The Lullaby Trust Sales Committee, preparing papers and writing minutes for meetings.  **To manage the planning and organising of special events**  Lead the planning and implementation of an annual programme of special events  Work closely with trustees and volunteer committee members to plan and manage the events programme  **To support new and existing relationships with major donors**  Research new and existing major donor prospects and work with the Head of Fundraising to create bespoke communications  **To manage the financial and administration aspects of corporate and events fundraising**  Research, develop and write persuasive ‘cases for support’  Manage all administrative aspects of corporate, major donor and special event fundraising and ensure the database is used effectively and efficiently to manage donor records  Work closely with the Head of Fundraising in monitoring annual income and expenditure budgets and forecasts  Work closely with colleagues across the wider organisation on joint approaches and securing support and donations.  Attend Lullaby Trust events to engage supporters. 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  *Priorities for the year and key tasks are reviewed regularly. They are subject to updates in line with decisions made at the Lullaby Trust’s strategic reviews, and funding requirements.* | | 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  E |  |
| Competencies required: | |  |  |
| Experience of working within corporate fundraising  Experience of event planning and/or project management  Proven track record of achieving income against agreed financial targets  Experience of researching and approaching new charity supporters to develop fundraising opportunities  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 | 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 Lullaby Trust’s main strategic goal | | E  E  E  E  E |  |
| **6. Special terms** | | | |
| Working hours | The post is for 17.5 hours a week for a period of 6 months and will be based in our Head Office in central London | | |
| 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 6 months  The Lullaby Trust offers a salary sacrifice pension scheme to all employees following completion of an interim probation review. We encourage you to contribute at least two and five per cent of your salary and will match up to 5% of this contribution to your scheme. | | |
| Selection process | Please email your CV and a supporting statement outlining how your skills and experience match the specifications in the job description to Lucy Tambyraja, Head of Fundraising [lucyt@lullabytrust.org.uk](mailto:lucyt@lullabytrust.org.uk). Please note that CVs submitted without a cover letter will not be considered.  Application deadline: midday on 2nd September 2019  Provisional Interview Date: Wednesday 9th September 2019 | | |