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| **1. Post** | | | | |
| Post: | Fundraising Officer (Corporate & Partnerships) | | | |
| Department: | Fundraising | | | |
| Contract: | Full time, 12 month fixed term contract | | | |
| Salary: | £26,000 - £29,000 depending on experience | | Date: | November 2020 |
| **2. Supervisory responsibilities/position in structure** | | | | |
| Responsible to: | | Head of Fundraising | | |
| Responsible for: | | N/A | | |
| **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 account manage existing corporate partnerships 2. To research, develop and approach a pipeline of new prospects to secure new corporate fundraising income is maximised 3. To support new and existing relationships with major donors, influencers and ambassadors 4. To manage the financial and administrative aspects of corporate and major giving fundraising 5. To work with other members of the fundraising team to support the overall fundraising target | | | | |

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| **4. Main duties** (brief description)  Duties/Responsibilities | | Level of responsibility  direct or indirect (D/I): | | | |
| **To account manage existing corporate partnerships**   * Account manage new and existing corporate partners and donors, spanning charity of the year partnerships, cause related marketing partnerships and corporate donors. * Support corporates through written, telephone and face to face communications. Track their charitable support and report on impact to our work, organise meetings and events and briefing all those involved in developing relationships. * Develop bespoke engaging staff fundraising and volunteering opportunities for corporates when required.   **Research, develop and manage a pipeline of new prospects to ensure income is maximised**   * Research and identify corporate fundraising opportunities (charity of the year, cause related marketing, sponsorship, philanthropic donations, employee fundraising). * Plan and execute relevant and timely approaches to establish new relationships. * Research, develop and write persuasive ‘cases for support’   **To support relationships with major donors, influencers and Ambassadors**   * Work closely with the Head of Fundraising to research new and existing major donor prospects and create bespoke communications * Work closely with the Head of Fundraising & Communications Team to research social influencers and support approaches and joint activities and projects. * Work closely with the Head of Fundraising to support Ambassador relationships and joint projects.   **To manage the financial and administration aspects of corporate and major giving**   * Manage all administrative aspects of corporate and major 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.   **To work with other members of the fundraising team to support the overall target**   * Keep up to date with IOF & sector trends and share news and ideas with the fundraising team where appropriate * Work closely with the wider organisation to enhance our digital fundraising capabilities and adapt activities around impact of COVID. * Outside of pandemic restrictions, attend Lullaby Trust events to engage supporters. This would usually 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 | |
| **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 working within Major Donor fundraising  Experience of researching and working with social media influencers, celebrities or Ambassadors  Proven track record of researching and winning new income opportunities from scratch  Proven track record of achieving income against agreed financial targets  Demonstrable experience of asking for donations or support face to face  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  Experience of using Raiser’s Edge database  Ability to use own initiative, manage time effectively and to prioritise tasks  Ability to form and maintain strong 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  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 | | | E  E  E  E  E | |  |
| **6. Special terms** | | | | | |
| Working hours | The post if a full time, currently based from home. Travel to a London office may be required in the future.  09:00 - 17:00 | | | | |
| Benefits | 25 days annual leave pro rata per annum  Eye-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 4% of salary. | | | | |
| Selection process | Please complete the application form and email it to Trevor Skingle at [TrevorS@lullabytrust.org.uk](mailto:TrevorS@lullabytrust.org.uk)  Application deadline: midnight on 30th November 2020  Provisional Interview Date: TBC | | | | |