**Job Description**

**Job title:** Community & Corporate Fundraiser

**Location:** The post holders time will be split between home and our offices in Burpham. The Community & Corporate Fundraising Lead will be expected to attend events and meetings at external locations.

**Reporting to:** The post holder will report to the CEO.

**Reporting For:** Not applicable

**Job Purpose:**  Working in partnership with the Trusts and Foundations Fundraiser, the Community and Corporate Fundraiser will realise funding to supplement our statutory funding allowing us to give unpaid / family carers of all ages the support and respite they need.

**Hours:** 21 hours per week over 3 or 4 days. Must be able to work flexibly when required, for example, to attend corporate partner meetings outside normal working hours.

**Salary:** FTE Salary £27,000 to £30,000 dependent on experience.

**Main Duties**

**Corporate Fundraising**

* Nurture, maintain and develop relationships with companies that currently provide support and donations.
* Establish new corporate partnerships.
* Write reports and updates to keep funders informed of the positive impact of their support.
* Maintain a data record of meetings and interactions with corporates and supporters.

**Community / Events**

* Develop community fundraising channels which will give us the best return on investment and raise the profile of Action for Carers Surrey.
* Pursue fundraising opportunities, whether they be high net worth individuals, community fundraising, legacies or challenges and events.
* Support, encourage and facilitate community groups, associations and individuals to fundraise on our behalf.
* Work with the service managers to obtain relevant gifts in kind.

**Strategy and targets**

* Implementation of the fundraising strategy addressing all relevant donor audiences and fundraising methods and techniques.
* Implement ambitious fundraising initiatives including corporate support, sponsorship, community, and supporter-led events.
* Ensure that corporate and community fundraising opportunities are identified and leveraged to maximise revenue.
* Drive the fundraising in each area for development, growth and revenue.
* Work flexibility to meet ambitious fundraising targets.

**Engagement, Communication and Awareness Raising**

* Ensure the website presents fundraising needs effectively.
* Work alongside our Marketing Department to develop awareness and understanding about Action for Carers and our mission.
* Create emotive and inspiring materials which convey our stories, working with the Marketing Department.
* Prepare communications for the board and employees about our fundraising efforts.
* Attend Fundraising Sub Group meetings.

**General**

* Provide cover for fundraising colleagues during holiday and other absences.
* Attend and pro-actively contribute to team meetings, individual supervisions with line manager and internal communication meetings.
* Attend mandatory and other training identified by ACS.
* Ensure all work meets current legislative requirements, good practice and is line with ACS policies and procedures, in particular to understand good practice fundraising frameworks.
* Undertake any other duties as appropriate and commensurate with the grading of the post.
* Work in accordance with the ACS Code of Conduct, policies, standards and procedures of ACS.

**Person Specification**

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| --- | --- |
| **Specification** | **Essential ( E ) or**  **Desirable (D)** |
| **Qualification**s: |  |
| Educated to A Level standard | E |
| Evidence of continuing professional development and commitment to learning. | E |
|  |  |
| **Skills, Experience & Knowledge** |  |
| Has a proven track record of independently generating income | E |
| A desire to meet targets and ability to work flexibly towards those targets | E |
| Has a proven work history in managing relationships with business partners | E |
| Is able to independently prepare high quality written material. | E |
| Is a persuasive and natural communicator who is able to present and talk passionately and appropriately about carer related matters, whether in a one to one meeting, or to a group. | E |
| Able to work under own initiative and with minimal supervision | E |
| Knowledge or understanding of the carers’ landscape | D |
| Direct or indirect experience of caring responsibilities | D |
| Proven competence in Word, Excel, Outlook and PowerPoint plus databases, data analysis and report writing/generation | E |
|  |  |
| **Personal Qualities** |  |
| Active listening skills |  |
| Ability to multi-task, set priorities and manage time effectively | E |
| Ability to use own initiative, be resilient and work without direct supervision | E |
| Persuasive and approachable with the ability to form and maintain good working relationships with all stakeholders | E |
| A flexible approach to working hours | E |
| To adhere to Action for Carers Surrey policies and procedures | E |