



Job Description

Job Title: Corporate and Events Fundraising Officer

Reports to: Head of Fundraising

Job purpose:

You will be proactive in engaging and building relationships with new corporate partners and their key stakeholders, delivering excellent relationship management to generate long-term and sustainable support. You will be responsible for a number of special events, managing the budget and ensuring that financial targets are met.

Key Accountabilities

- As the Corporate Fundraiser, you will be responsible for building a pipeline of new business partnerships along with managing key accounts.
- To research, identify and call prospects to generate new business opportunities, securing substantial new income from cold contacts.
- To optimise income from corporate partners across the UK to reach and exceed fundraising targets.
- To research and develop a package that can be marketed to corporate partners.
- To ensure that corporate partners receive an excellent standard of customer care and feel that their contribution is recognised, valued and actively acknowledged to encourage and develop long term relationship.
- To research, develop and implement an annual plan for corporate applications to meet financial targets.
- To ask for broad company support as appropriate i.e. donation, sponsorship, charity of the year status, gifts in kind, and employee participation.
- Provide manage and organise the bi-annual gala dinner and other corporate events
- To ensure regular progress reports on funded projects and prompt thanking for support.
- To ensure records of support and donations are integrated into Donorflex.
- To identify and pitch for potential fundraising events and other charity projects and partnerships.

- Maintain accurate income and expenditure records for each event to ensure events are organised cost effectively and within agreed budget.
- Work with the PR and Marketing team, to ensure corporate support is recognised on social media, bibic's website and in the media
- Work with the PR and Marketing team, to ensure the development of key marketing literature to engage corporates
- Work with the PR and Marketing team to create new innovative marketing strategies to attract attendees at events
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- Work with the Family Services team to ensure their work is accurately reflected in all that you do and to obtain representation at events and corporate presentations as required

General Requirements

- Policies and Procedures – ensure that all bibic's Policies and Procedures are adhered to at all times.
- Best Practice - adhere to the highest standards of corporate fundraising best practice as set out in the Fundraising Regulators Fundraising's Code and ensure that all activities comply fully with General Data Protection Regulation obligations and any other legislation.
- Confidentiality – acknowledging the need for professional sharing of necessary information with relevant parties, maintain a strict confidentiality of information both internal and external.
- Performance – participate in regular supervisions and annual appraisal with the Head of Fundraising.
- Other duties – undertake any other duties as reasonably required by the Head of Fundraising, CEO or Trustees. Note, that this job description is not contractual and may change over time as agreed with the Head of Fundraising, CEO and Board of Trustees.
- To promote bibic's good name, and an effective working relationship, with outside organisations.
- To work outside office hours, travel, and make overnight stays when required
- A 'hands-on' and 'can-do' attitude.
- The post holder needs to demonstrate the maturity to manage a wide range of relationships in a positive manner and therefore able to command the respect of fundraisers, marketing and others from all departments.

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Due to the dynamic nature of the sector we work in, job descriptions are subject to review.

Job holders are expected to be flexible and may be required to undertake duties which are not described in those above.

Terms and conditions

Salary: £25,000 fulltime salary pro rata for 25hrs per week to be agreed
 Contract: 12-month Fixed term contract
 Holiday: 20 + 3 mandatory days between Christmas and New Year, plus bank holidays pro rata
 Hours: 25 hours per week
 Location: Langport, Somerset, with some national travel as required
 Pension: You will be eligible for bibic's auto-enrolment scheme
 Other Benefits: Life Insurance following 1 years' service and group permanent health care.

References – this role is subject to the receipt of a satisfactory Enhanced Disclosure and Barring Service check and suitable references.

Person Specification

Essential	
Skills, Knowledge, Experience, Education	Experience of working within a corporate fundraising, sales or similar role for a minimum of two years.
	Proven experience of managing successful high profile special events from either the charity or commercial sector.
	Experience of achieving financial targets
	Experience of managing projects from start to finish.
	Confident and experienced public speaker with the ability to deliver presentations and pitch for support articulating information in a persuasive manner.
	Experience of preparing corporate packages.
	Experience of liaising with and managing high level supporters, external suppliers and customers, and a solid understanding of the principles of customer care.
	A proven ability to secure new income from cold contacts.
	Strong planning and organisational skills including project planning, reporting and follow-up, personal self-management and work administration.
	Experience of managing multiple projects or activities

	Understanding of the principles of customer care.
	Accomplished user of IT and database systems including Microsoft Word, Excel and PowerPoint.
	Highly effective in management of own time and workload with the ability to work well on own initiative and as part of a team.
	Clean driving license and passport holder, willing to travel including abroad.
Abilities	A proactive and energetic personality, flexible and enthusiastic. Able to think creatively and problem solve
	Highly self-motivated, proactive, ambitious and results-driven. Ready to seize new opportunities, research and source new ideas. A track record of delivery and seeing things through to completion.
	Credible negotiating and influencing skills.
	Demonstrates initiative to get things done with the ability to plan for key milestones.
	Ability to think laterally to match bibic with external organisation's aims, values and mission to create a case for support.
	Willingness and ability to work unsociable hours as required at events and business meetings.
Desirable	
	Experience and good awareness of social media.