

Corporate Fundraiser

Job Summary:	<p>We are looking for a highly motivated and experienced individual who will generate income by maximising all opportunities to build relationships within the corporate community across Yorkshire and Humberside.</p> <p>You will maintain and develop successful relationships with corporate supporters, specifically through efficient management and development of partnerships and associated corporate activity to achieve an annual income target.</p> <p>You will promote and oversee payroll giving, as well as organising a range of networking and fundraising engagement events.</p> <p>A key part of the role will be to research, identify and recruit high-value relationships with key corporates to support a number of events, services and campaigns.</p>
Responsible to:	Charity Manager
Salary	£22,000 - £25,000 per annum
Hours:	37.5 hours p/w (27 days holidays per annum + bank holidays)
Contract:	Permanent
Location:	31 Otley Road, Headingley, Leeds LS6 3AA Working across the Yorkshire & Humberside region

Principal Responsibilities

Corporate Fundraising

- Contribute to the achievement of the annual budget, meeting agreed targets.
- Develop networks across the business community in Yorkshire and Humberside, to raise sustainable income and build a pipeline of long-term supporters, identifying and securing new corporate partnerships.
- Provide excellent stewardship and an outstanding experience to corporate supporters to maximise income.
- Working with the Marketing Officer, deliver a bespoke communication and contact strategy to ensure effective stewardship.
- Secure high levels of retention of corporate supporters.
- Secure sponsorship for BTRS events and campaigns through the development of strong pitches and profiles.

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- Research, develop and secure new charity of the year partnerships, whilst supporting existing ones effectively.
- Research existing, past and perspective corporate supporters to determine the best, tailored fundraising approach for each.
- Actively promote participation in BTRS activity based fundraising by corporate employees e.g. skydive, runs etc. Ensure all charity initiatives, No 31 shop, campaigns and activities are well-promoted to your target audience.
- Act as an ambassador for BTRS, representing the charity at external events, including a wide variety of networking events and undertake public speaking.
- Develop and manage corporate initiatives such as campaigns and networking opportunities. Organise cultivation events throughout the year.
- Undertake presentations to specific target groups to promote BTRS and attend cheque presentations and corporate supporter events.
- Ensure a regular flow of local corporate news is fed to our Marketing Officer for social media and the BTRS website to raise the profile of the charity and awareness of corporate support.
- Provide support and advice to corporates for developing their own press opportunities and promotion.
- Liaise with the media to maximise PR for our supporters and the charity.
- Identify, create and develop a programme of new fundraising initiatives to encourage corporate support for BTRS.
- Network extensively within the corporate community to grow awareness, encourage and develop support for BTRS.
- Maintain existing payroll giving agreements and levels of income whilst promoting and establishing new payroll giving agreements.
- Develop and support employee volunteering opportunities.

Corporate Administration

- Record all relevant information on the fundraising database, Microsoft Dynamics, as required and to maintain up to date records.
- Work closely with the BTRS Administrative Assistant and Finance Officer to ensure all donations and support is acknowledged accurately and timely.
- Attend team meetings and actively contribute to the development of fundraising ideas.
- To be responsible for your own administration and efficiently organise all your own activities, with the support of the Administrative Assistant and Marketing Officer.
- Update all corporate resources regularly including website content and printed materials.

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- Lead on the use of LinkedIn to engage with corporate supporters, working closely with the Marketing Officer.
- Provide written reports to corporate partners as required.
- Provide the Charity Manager with regular and prompt activity/analysis reports.
- To ensure the security of BTRS donations at all times, following financial control procedures. Supply accurate supporting documentation to the Finance Officer for processing.
- To take responsibility and be accountable for agreed targets and expenditure.
- Keep up to date with trends in CSR, the corporate fundraising climate and opportunities for income growth.

General

- Actively participate in individual performance review and any training or development identified to further enhance your role with BTRS.
- Attend monthly one to one meetings with the Charity Manager.
- To be aware of the overall activities of BTRS and provide informed presentations where required.
- To work collaboratively across BTRS to assist in maximising income and support from all sources.
- Comply at all times with all terms and conditions, policies and procedures detailed in the employee handbook.
- To comply with BTRS Health and Safety policy and legislation, Data Protection Policy and to protect your own and others' health, safety and welfare.
- Ensure that all fundraising activity is legal, safe and compliant with the Fundraising Code of Practice. Keep up to date with charity law as it relates to relevant fundraising activity.
- Any other duties reasonably assigned by the Charity Manager.
- You will be required to work occasional evenings and weekends, for which time off lieu will be given.
- You will be required to travel across the Yorkshire and Humberside region for this role.

This Job Description is not intended to be exhaustive and it remains subject to change at any time to meet the changing needs of the charity.

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Person Specification

Knowledge & Experience	
Essential	Desirable
<ul style="list-style-type: none">• 5 GCSE's, including Maths and English or equivalent• Proven experience of working to financial targets• Competent IT skills, in particular the use of Microsoft Office• Ability to deal with a variety of issues and prioritise workload• An understanding of corporate fundraising/knowledge of fundraising practice and standards• Budget and financial understanding• Ability to communicate effectively to a wider range of internal and external stakeholders verbally, in writing and on the telephone• Experience of writing persuasive, creative and compelling content• Excellent organisational and time management skills• Excellent attention to detail, accuracy and proof reading skills• Self-motivating and with experience of working to deadlines and targets	<ul style="list-style-type: none">• Educated to degree level• Fundraising qualification• Knowledge of Microsoft 365• Knowledge of Microsoft Dynamics• Awareness of GDPR• Experience of corporate fundraising or account management• Interest and enthusiasm for the charity's strategy and objectives• A shared commitment to our culture and values• Wealth of contacts in the corporate sector• Minimum two years' experience in a similar role – commercial or third sector• Experience of working within a small team• Campaign management and development skills• Skills in networking• Project management experience• Experience working in a busy environment
Personal Characteristics	
<ul style="list-style-type: none">• Ability to work unsociable hours with a flexible approach to working hours, including evenings and weekends.• The ability to remain calm under pressure• The ability to present confidently to large audiences from all areas of society• A creative and strategic thinker, who can demonstrate initiative and work independently• Pro-active and solution focused	

- The ability to manage emotions with families and individuals who may be bereaved, have a loved one living with a brain tumour or have just received a diagnosis.
- Smart appearance
- A full UK driver's licence access to a car for work use

About Brain Tumour Research and Support Across Yorkshire

Background

Founded in 2003 and originally named Andrea's Gift, Brain Tumour Research and Support Across Yorkshire (BTRS) is Yorkshire and Humber's leading brain tumour charity. Offering practical, financial and emotional support to both adult and child brain tumour patients, together with their families.

At BTRS we are a small team who are growing to meet the needs of those affected by a brain tumour in Yorkshire. Around 12 new cases of primary brain tumour are diagnosed in the region every week.

Brain tumours are the biggest cancer killer of our children and the under 40's. Yet, brain tumour research receives less than 2% of national cancer research funding. We are dedicated to funding brain tumour research in Yorkshire; we hope this research, dedicated to identifying new approaches to the discover and treatment of brain tumours, will improve outcomes for patients.

Our Mission

We are a Leeds based charity funding innovative brain tumour research in and supporting people across Yorkshire affected by a brain tumour.

Our Vision

We want to cure a devastating disease that affects so many people. Whilst we are waiting for a cure we will provide the best patient and family support network in Yorkshire.

Our Key Aims

- Loving support: we offer an open door to a community who has been through this before
- Loving research: we fund next generation research because we want to find a cure

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Successful candidates will be invited to a formal Interview on Monday 9th March 2020.

To apply please contact Marie Peacock, Charity Manager, by email to info@btrs.org.uk to request an application pack. Please send your completed application form and signed GDPR consent form with a cover letter to us by Friday 28th February 2020.

Deadline for applications: Friday 28th February 2020.

Application Feedback

Unfortunately due to the large number of applications we receive, we are unable to provide feedback to those applicants who are rejected prior to interview.