



Job title: Corporate Partnerships Officer

Reporting to: Senior Corporate Fundraiser

Salary: £22K

Based: Kingswood Bristol, UK

Purpose: To join the fundraising team and to assist in the development and implementation of Jessie May's corporate fundraising activities with the aim of increasing the level of Corporate giving to the charity.

Key responsibilities:

1. Assist the Senior Corporate Fundraiser with account managing existing Corporate supporters (through existing documentation) and ensure high levels of 'customer care' are maintained. Develop your own techniques for account managing your own portfolio of supporters
2. Research potential corporate donors through database. Research and make applications for funding where appropriate.
3. Research local/regional companies to establish charitable giving policies and practices and opportunities for Jessie May.
4. Make introductions to companies to gain their support for Jessie May, including Charity of the Year and Caring @ Work scheme – including Telephone and Face to Face
5. Develop materials for promoting giving and fundraising by companies for Jessie May
6. Provide quarterly reports to the Senior Corporate Fundraiser for submission to Jessie May's Board of Trustees
7. Raise the profile of Jessie May within the business community.
8. Build relationships with potential donors through networking opportunities, giving face to face presentations etc.

9. Keep accurate records of corporate contacts and giving through the fundraising database.
10. Identify opportunities for cause related marketing.
11. Support corporate partners with the organisation of events as required.
12. Identify new creative methods of encouraging company giving, achieving and maintaining support
13. To assist other members of the fundraising team as appropriate e.g. events organising, community presentations etc.
14. Contribute to the overall planning and evaluation of the Jessie May Fundraising operation.
15. Attend and participate in fundraising team meetings and Jessie May wide meetings where appropriate.
16. Contribute to the updating of the charity website.
17. Contribute to the production of the charity newsletter
18. Prepare Thank you letters to donors.

Normal office hours are 9.00am to 5.00pm. Hours can be flexible to accommodate the needs of staff with dependents, facilitate easier travel as well as arrangements for home working where appropriate.

Person Specification

Experience

Applications are welcomed from those with experience from fundraising but also from those with experience of sales in the corporate sector where there are clear transferable skills.

Skills and Experience

Presentation Skills: A confident presenter able to communicate at all levels with passion to inspire and motivate potential supporters to our cause. The ability to tailor presentations and pitches to your audience in a clear and concise way is essential

Writing Skills: Able to convey in writing clear messages, complete applications and prepare reports as well as to develop marketing materials.

Creativity: The ability to 'think outside the box' and to develop new ideas and approaches to Corporate Fundraising.

Networking Skills: A confident and comfortable networker, able to engage with individuals, small groups and large audiences alike and to build positive relationships.

Research Skills: Able to use a variety of tools to access and process information relevant to corporate fundraising.

I.T Skills Proficiency and self sufficiency in e mail communications and Microsoft Office packages and familiarity with databases.

Team Working: Ability to work as a member of a team as well as working autonomously.

Values: A commitment to the values and ethos of Jessie May.

A Full Clean Driving Licence is essential for this position