



Job Description

Job Title: Community and Corporate Fundraiser

Department: Fundraising, Marketing, Communications and Retail

Primary Objectives:

To build, maintain and manage community and corporate fundraisers for Vista, throughout Leicester, Leicestershire and Rutland

Main Duties:

Corporate Fundraising

- Identify potential corporate charity partners, building a list of prospects
- Develop and nurture prospects and pitch for charity of the year relationships and other partnerships
- Manage all corporate partnerships, developing and implementing a partnership plan with each and ensuring they receive an appropriate level of support
- Ensure appropriate reward and recognition is in place for these supporters

Community Fundraising

- Recruit and manage local fundraising groups to deliver fundraising events on our behalf
- Deliver fundraising campaigns to recruit new supporters and actively manage these supporters to maximise their financial contribution
- Build and develop strong relationships with all supporters to ensure they feel valued by Vista
- Ensure appropriate reward and recognition is in place for these supporters
- Support volunteers in the delivery of fundraising activity
- Organise a small number of fundraising events on behalf of Vista

Finance

- Manage a fundraising income and expenditure budget
- Meet fundraising targets
- Understand the risk in fundraising income and implement contingency plans to ensure targets are reached
- Provide regular, accurate reports and commentary on financial performance

General

- Be an active member of the Fundraising and Marketing team, attending and contributing to regular team meetings etc.
- Attend fundraising events and meet supporters as required; this will sometimes involve working out of hours and travelling extensively throughout the region.
- Represent Vista within the community, including carrying out talks and presentations when required

Resources (refer to Guidance Notes) :

a) People Management of fundraising volunteers, working in the office and the community. Owner of all relationships with Vista's community and corporate supporters and responsible for managing and developing these relationships, in order to maximise income for Vista. Interaction with people who use of services who also have potential to raise funds for us

b) Financial Income targets of c.£140K, increasing year on year as we develop this income stream which, to date, has been under developed.

c) Non-financial Gate holder of key relationships with potential to deliver future income, responsible for representation of Vista to individuals, communities and corporates with potential to fundraise for us

d) Special Factors Lone working, regularly working alone in the community, visiting individuals, groups and companies, often in their premises. Manual handling (objects) in event organisation and set up

Additional responsibilities

- 1) To ensure activities comply with current law
- 2) To operate within the law at all times, with particular reference to health and safety; safeguarding; equality and data protection legislation
- 3) To work flexibly, including additional hours from time to time to meet the needs of the job, and some unsocial hours working

Prepared by: KN

Date: Jan 2015

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

Essential	Desirable	How Identified
<p>Qualifications & Training</p> <ul style="list-style-type: none"> Graduate or comparable critical thinking and problem solving skills 		<p>Application form</p>
<p>Experience</p> <ul style="list-style-type: none"> Meeting or exceeding income targets Building strong relationships with supporters or customers Acquiring and developing new supporters/customers Motivating and inspiring supporters/customers to achieve financial targets Managing a budget and providing commentary on financial performance 	<ul style="list-style-type: none"> Experience of working within the charity sector Experience of delivering a fundraising campaign Experience of managing corporate partnerships Experience of pitching for corporate partnerships 	<p>Application form & interview</p>
<p>Skills & Knowledge</p> <ul style="list-style-type: none"> Excellent skills in communications, influencing and negotiation Knowledge of corporate and community fundraising Excellent time management, planning and prioritisation 	<ul style="list-style-type: none"> Knowledge of Visual Impairment 	<p>Interview & a test may be used</p>

<p>Personal Qualities</p> <ul style="list-style-type: none"> • Confidence in speaking publicly and conveying passion for a cause • Ability to work independently and manage time well, good judgement in when to involve other stakeholders • Team player, happy to help out where needed 		<p>Interview & a test may be used</p>
<p>Other</p> <ul style="list-style-type: none"> • Willingness and ability to work unsociable hours in order to meet supporters and travel extensively across the region 		<p>Interview</p>