# Role Description

**Position:** Corporate Fundraiser

**Hours**: 35 hours per week to include evening and weekend

 work to suit the business needs of the role

**Salary** £26,000 pa

**Location:** Zoe’s Place Baby Hospice Middlesbrough

**Reporting to:** Senior Corporate Fundraiser

**Responsible for:** Supporting the delivery of Zoe’s Place overall income generation strategy, by developing a portfolio of corporate supporters at Zoe’s Place Middlesbrough to deliver long term sustainable income growth.

# Key Responsibilities

**Account manage low and medium value Corporate relationships**

* Account manage newly established and existing low and medium value corporate relationships, ensuring that each one is appropriately supported and is reaching its full potential, through charity of the year partnerships, sponsorship, staff fundraising, payroll giving and event participation.
* Work with the Senior Corporate Fundraiser & Corporate Fundraiser to ensure a smooth and efficient handover of relationships when a new corporate prospect confirms they want to support Zoe’s Place.
* Plan and execute events to steward current supporters & engage new supporters.
* Meet and exceed agreed fundraising targets for existing corporate supporters and new supporters at Zoe’s Place Middlesbrough.
* Identify potential new opportunities to grow current partnerships, including identifying potentially useful networks within each partner organisation, developing powerful ideas, pitches and tailored proposals.

**Re-engage past Corporate Supporters**

* Undertake research to identify past corporate supporters using our CRM and devise/ implement plans to engage them.
* Plan and execute events to re-engage past supporters
* Devise new products to re-engage past corporate supporters

**New business acquisition**

Represent Zoe’s Place at external corporate functions and networking events to promote the work of the Hospice by giving presentations, articulating a clear and compelling case for support.

* Work alongside the Senior Corporate Fundraiser to secure and attend pitches for new business;
* Attend networking events as required;

**Administration and pipeline**

* Use our fundraising CRM and in line with GDPR ensure accurate and timely recording of stewardship
* Working with an income pipeline, ensure accurate and timely financial forecasting, identifying risk to income and mitigating accordingly

**Collaborative working**

* Work closely with staff across the charity to maximise opportunities to engage with high value audiences ensuring accurate C4S information is relevant and timely
* Maintain effective communication and collaboration with other members of staff in order to ‘cross sell’ and maximise fundraising opportunities

**General and Additional Responsibilities**

* The post holder will be required to work evenings and weekends to meet the business needs of the role for which time off in lieu will be agreed
* To comply with all Hospice policies, including but not limited to GDPR compliance, confidentiality and Health & Safety
* Carry out any other reasonable duties as requested by the Senior Corporate Fundraiser, Head of Fundraising or Director of Income Generation.
* This job description sets out the key task and responsibilities of the post and is not intended to be comprehensive. It is essential that it is regarded with a degree flexibility to meet the changing needs of the organisation and general business need.

Zoe’s Place Trust

Registered charity number 1092545

Head Office: Upper Ground Floor, 15 Dormer Place, Leamington Spa, VV32 5AA