

Title	Corporate Fundraising Officer
Line manager	Head of Philanthropy (HOP)
Salary	£24K- 28K
Location	London
Hours a week	35

Summary / Overall purpose

To maximise established relationships from corporate donors, recruit new corporate partners and donors, support fundraising events with sponsorship asks, maintain a pipeline of corporate supporters for the charity.

Key duties / tasks

- Steward new and existing corporate relationships to develop the corporate portfolio with a view to long-term corporate support, with support from the HOP, Director of Fundraising and Marketing (DFM) and CEO
- Deliver successful corporate partnerships and relationships, providing excellent account management to all partners, ensuring requests, opportunities and issues are responded to quickly
- Deliver against income and expenditure targets as set in the business plan, reporting, as required, on the performance, effectiveness, and outcomes of specific projects internally and externally
- Research corporate prospects, identifying and qualifying new prospects/leads and developing a strategy to approach
- Act as the first point of contact for all corporate enquiries and requests
- Build strong relationships with key stakeholders at all levels within a potential or existing corporate partnership

- Prepare and submit proposals for Charity of the Year partnerships and deliver presentations/pitches with support from the HOP, DFM and CEO
- Conduct and/or support face-to-face or virtual meetings with key corporate supporters
- Promote Cure Parkinson's fundraising events and challenges to corporate employees
- Manage corporate support for key events which require sponsorship/advertising including The Gulls' Eggs Luncheon, The Grouse and Grape Luncheon, and the Raid series.
- Working collaboratively across the organisation ensuring all requirements are identified and addressed within each project
- Working with the communications team, plan and manage all media and promotional communications in line with sponsor and corporate partners requirements, including sponsorship packages for event
- Attend and support Cure Parkinson's events as requested, making connections and generating leads/opportunities for corporate support
- Maintain accurate data on Donorfy (fundraising database) relating to our corporate partnerships and ensure that data is kept up-to-date.
- On a quarterly basis (or on request) provide the HOP a report detailing activity levels against agreed KPI's and financial results.
- Support the success of the Development board by ensuring the board members are aware of how they can help support corporate fundraising, including identifying opportunities for charity of the year partnerships, sponsorship, donations and gifts in kind. Ensure all opportunities are maximised.

THINGS WE ALL DO

- Support Cure Parkinson's events and activities as required, which will include occasional evening and weekend work
- Be an effective ambassador for the charity
- Develop an in-depth understanding of our work
- Take on other reasonable tasks, as required

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder

Hours of work and holidays:

This is a full-time role. Hours are 9.30 to 5.30 Monday to Friday. However, it should be noted that some events will take place over weekends and Bank Holidays when your presence will be required, which will be compensated with time in lieu. We give 28 days' holiday three of which must be taken over Christmas, plus bank holidays.

Pension scheme:

After three months you will be entitled to join Cure Parkinson's auto-enrolment pension scheme to which the charity contributes 3%.

Location:

The Cure Parkinson's Trust, 120 New Cavendish St, London, W1W 6XX

www.cureparkinsons.org.uk

Diversity:

Cure Parkinson's recognises the importance of diversity and encourages people from any background to apply for this role, provided they have suitable experience and ability as indicated in this specification.

NB. CPT "assessment for recruitment requirements and competencies" follow

PERSON SPECIFICATION

Assessment for recruitment requirements and competencies

JOB TITLE: Corporate Fundraising Officer **LINE MANAGER:** Head of Philanthropy

APTITUDES/ SKILLS/ABILITIES	ESSENTIAL(E) DESIRABLE (D)
Self-motivated and enthusiastic worker	E
Excellent communicator both written and face to face with an ability to adapt to each donors' individual needs	E
Effective team worker	E
Flexible approach to working conditions and working environment change	E
Ability to work on own initiative	E
Sensitivity to the cause and CPT's research-based activity	E
Sense of humour, honest, empathetic, approachable and enthusiastic	D
Strong planning and organisational skills and an ability to manage a demanding workload, with a flexible and collaborative approach to work	E
A willingness to learn about Parkinson's and the research that Cure Parkinson's funds. The ability to understand and convey technical or scientific information and communicating complex visions to non-scientific supporters	E
Committed to achieve The Cure Parkinson's Trust vision and values	E
Is willing and able to travel and attend weekend meetings/events and participate in some out of hours work	E
QUALIFICATIONS KNOWLEDGE AND EXPERIENCE	ESSENTIAL(E) DESIRABLE (D)
A minimum of 2 years' experience in a corporate fundraising role	E
Degree qualified or equivalent qualification	E
IT literate – Word, Excel, MS publisher, databases, website, social media etc.	E
Experience of using CRM fundraising software	D
Experience of using financial software e.g. Xero	D
Good problem-solving skills	E

