



Chapter One

Corporate Fundraiser

Job title	Corporate Fundraiser
Location	Home-based work. Some travel to attend meetings/events in London and other cities.
Contract	Permanent
Hours	4-5 days (flexible working possible)
Salary	38,000 FTE

About Chapter One

Chapter One is a growing charity dedicated to ensuring every child has access to one-to-one reading support at the time they need it most.

Our innovative Online Reading Volunteers Programme aims to support 3,300 children facing disadvantage during the 2024-25 academic year, pairing five to eight-year-old children with reading support volunteers from over 140 local and national businesses. Our unique approach requires volunteers to commit just 30 minutes a week for an entire academic year, using our bespoke digital platform. The results are transformative, significantly boosting children's reading confidence and ability. Our ambitious five year plan targets growth of 20% year on year.

For more information about our programmes please [visit our website](#). Please also take some time to visit our social media channels and [watch our videos](#).

About the role

With ambitious targets to support thousands more children by 2029, Chapter One is seeking a passionate, energetic Corporate Fundraiser to be an integral part of our Corporate Partnerships and Fundraising team. The team comprises a Business Development Manager, Corporate Partnerships Manager and Corporate Partnerships Officer who are focussed on recruiting and supporting the 140 plus partners who provide volunteers and funding for the reading programme, and a Trusts & Foundations Fundraiser with a focus on raising funds from family trusts and foundations.

Reporting to our Chief Executive and working closely with the Corporate Partnerships team (CPT), Trusts & Foundations Fundraiser and Communications team, you'll generate income from existing and new corporate trusts and foundations and develop and manage our

fundraising plan for corporate fundraising, including charity of the year and employee fundraising/giving. You will generate income from these sources to contribute towards the 2024-25 fundraising target of £278,000, rising to £348,000 in 2025-26 in which you'll have an individual target.

This is a new role within Chapter One and is an opportunity for you to make your mark in a fast-growing charity which is flexible and agile. You'll be a proactive, determined self-starter, have high standards for yourself and others and will thrive in working with a range of funders and partners on a daily basis.

Key Responsibilities

Deliver the fundraising plan

- Work collaboratively with the Trusts & Foundations Fundraiser to grow Chapter One's fundraising portfolio and income from corporate trusts and foundations, complementing our offer to family trusts and foundations.
- Maintain a portfolio of existing corporate trusts and foundations, ensuring an excellent cultivation and stewardship journey in order to build relationships and maximise income to meet agreed income targets.
- Proactively source, research and approach new corporate trusts and foundations in order to achieve annual income targets.
- Work collaboratively with the Corporate Partnerships team to grow Chapter One's income from corporate partners, with a focus on charity of the year partnerships, payroll giving, employee fundraising/giving, peer to peer initiatives and marketing opportunities.
- Work collaboratively with the Corporate Partnerships team, to refine our volunteer offer/develop a new offer to meet the varying needs of our corporate audience.
- Create compelling and tailored fundraising applications and proposals, reports and other communications, ensuring there is a strong emotional case for support, to inspire prospects and supporters across trusts and foundations and partnerships.
- Contribute to internal planning and budget setting for restricted and unrestricted activities, setting out clear plans and a pipeline for income generation from trusts and foundations.
- Work closely with the Trusts & Foundations Fundraiser, Business Development Manager, Corporate Partnerships team and Communications team to ensure a cohesive approach and maximise all fundraising opportunities.

General

- Oversee and maintain specific fundraising administrative processes, including recording of activity on the Salesforce CRM and internal databases.
- Maintain up-to-date knowledge of fundraising regulations, networks, and developments across the sector, advising on best practice.
- Adherence to Chapter One's Donation Acceptance Policy.
- Contribute to forecasting and regular reporting, producing verbal and written reports for senior management as required

We are looking for some of the following attributes, though you might be more experienced in some areas than others:

- A commitment to Chapter One's mission and values.
- Substantial experience of working in the fundraising sector in a professional capacity and/or substantial experience of working in the corporate sector.
- A demonstrable track record of successfully generating income and achieving targets from corporate foundations, charity of the year partnerships and employee fundraising.
- Excellent understanding of CSR, social value and employee engagement.
- An ability to create compelling and successful fundraising applications and proposals.
- Excellent written communication skills, with an understanding of how to tailor communications for different audiences/contexts.
- Strong interpersonal skills, with the ability to build and manage relationships with a range of stakeholders, both internally and externally.
- Evidence of effective prospect research, growing and managing a pipeline, planning for your portfolio and increasing income.
- Good financial acumen and proven ability to present complex financial information accurately.
- Excellent organisational skills, attention to detail and high levels of accuracy.
- Ability to effectively work under pressure and manage conflicting priorities.

You'll be more successful in the role if you have:

- Experience of working with companies to encourage employee fundraising for charities.
- Experience of working in a charity that has a strong corporate volunteering offer.
- Experience using the Salesforce CRM Non-profit Success Pack.

How to Apply

Please send your CV (maximum 2 A4 sides) and a covering letter via Charity Jobs. Your covering letter (maximum 1 side of A4) should:

- 1) Detail your relevant experience, including clear examples.
- 2) Tell us about a relationship or partnership that you have initiated or been involved with and what you did to make it succeed.
- 3) Tell us about how our organisational mission is in line with your values.

Applications that fail to meet these criteria will automatically be discounted. We want you to have every opportunity to shine and to show us your talents - please let us know if there is anything we can do to make sure the assessment process works for you.

Chapter One is an Equal Opportunity Employer. We value and celebrate diversity in backgrounds and experience and are deliberate about the kind of teams we are building. Literacy is a universal concern, and we need people from all backgrounds to maximise our innovation, creativity and impact. We especially welcome applications from persons who have experienced disadvantage and/or from those who are of Black, Asian and Minority Ethnic communities who are currently underrepresented in the organisation.

Chapter One is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced Disclosure and Barring Service disclosure. Copies of our Safeguarding Policy and Safer Recruitment Policy are available on request.