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Registered as: Young People and Children First  
29 Venture West, Greenham Business Park  
Thatcham, Berkshire RG19 6HX

## Job description and Personal Specification

<b>Job Title</b>	Corporate and Community Fundraiser
<b>Reports to</b>	CEO
<b>Working Hours</b>	Full-time, 40 hrs per week
<b>Location</b>	Hybrid (office and remote)
<b>Salary</b>	£35,000 per annum
<b>Contract</b>	Permanent

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## About Bridge for Young People

Bridge for Young People is a charity committed to supporting young individuals aged 16-25 who are leaving care or experiencing homelessness. Our mission is to provide not only accommodation but also the necessary support and life skills they need to transition into independent living. With a focus on empowering vulnerable young people, we offer services that include housing, education, employment support, and emotional well-being programs.

## Job Overview

The Corporate and Community Fundraiser will play a pivotal role in raising vital funds to sustain and grow our services across Berkshire. This individual will be responsible for engaging with corporate partners, local businesses, and community groups to secure donations, sponsorships, and partnerships. The position is suited for a dynamic, outgoing professional with a passion for social causes and a talent for building relationships.

## Corporate Partnerships:

- Identify, develop, and manage relationships with corporate partners, ensuring long-term engagement and funding.
- Research and secure sponsorships, corporate donations, and employee fundraising initiatives.
- Work with CEO to develop proposals and pitch to potential corporate partners.
- Create and manage a corporate fundraising strategy, ensuring clear targets and KPIs.

## Community Engagement:

- Build relationships with local businesses, schools, and community groups to generate support.
- Organise community fundraising events and campaigns, ensuring they align with the charity's mission and goals.
- Recruit, train, and manage community fundraising volunteers.
- Deliver talks and presentations to community groups to raise awareness about the charity's work.
- Provide excellent stewardship and recognition to our donors and partners, ensuring that they feel valued and appreciated

### **Event Planning & Management:**

- Plan, coordinate, and manage fundraising events such as charity dinners, community challenges and volunteer-driven initiatives considering ROI.
- Oversee all aspects of event logistics including budgeting, marketing, venue management, and volunteer coordination.
- Ensure events meet financial targets, are executed smoothly, and leave a lasting positive impact on attendees and supporters.

### **Campaign Management:**

- Develop and implement effective fundraising campaigns, both online and offline.
- Ensure all campaigns have appropriate marketing and communication plans in place.
- Monitor and report on the success of campaigns, ensuring financial and non-financial targets are met.

### **Digital Marketing & Fundraising:**

- Drive online fundraising initiatives using digital platforms such as Facebook, LinkedIn, and the charity's website.
- Develop social media campaigns to raise awareness of fundraising efforts and increase donor engagement.
- Update and optimise the charity's website for donor engagement and online giving.
- Collaborate with the CEO and Support Services Manager to create content that enhances the charity's digital presence and supports fundraising goals.

### **Fundraising Software Management:**

- Manage the Donorfy fundraising CRM to track donor interactions, donations, and partnerships.
- Maintain accurate records of donor activity and ensure compliance with GDPR and other data protection regulations.
- Use Donorfy's reporting tools to analyse fundraising performance, trends, and areas for growth.
- Provide training to colleagues on how to use Donorfy effectively, if necessary.

### **Budget and Reporting:**

- Develop and manage a fundraising budget, ensuring cost-effective use of resources.
- Prepare regular reports on fundraising activities, income generated, and future plans for the CEO and Trustees.

### **General**

All staff are required to:

- Uphold the organisation's policies and procedures and statutory requirements, ensuring effective implementation in all aspects of their work

- Be proactive, bring ideas, suggestions and contribute to business improvement
- Undertake training as required
- Attend staff and team meetings as required
- Observe health and safety procedures in the workplace to ensure personal safety and to safeguard the interests and safety of all using/working/visiting the organisation
- Undertake other duties and responsibilities as appropriate since all staff are expected to work flexibly within their skills level to respond to changing priorities and make sure the needs of the young people and business objectives are met.

## Person Specification

### Essential:

- Eligible to live and work in the UK
- Full driving licence and use of vehicle with business insurance
- Minimum of 3 years of experience in fundraising, with a focus on corporate and community fundraising.
- Proven experience in planning and managing events, from small community fundraisers to large-scale corporate events.
- Strong knowledge of digital marketing and online fundraising strategies via platforms such as Facebook, LinkedIn, and websites.
- Experience using Donorfy or similar fundraising CRM software to track donations and manage donor relations.
- Excellent communication and interpersonal skills, with the ability to engage and influence stakeholders at all levels.
- Strong organisational skills, with the ability to manage multiple projects simultaneously.
- A passion for the charity sector and a commitment to supporting young people facing homelessness or leaving care.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite.

### Desirable:

- Experience working in the youth or homelessness charity sector.
- Familiarity with CRM systems and digital fundraising tools.
- Event management experience.

### Benefits:

- Hybrid working model (split between office and remote work).
- Opportunities for professional development and training.
- Supportive and inclusive team environment.
- 25 days holiday plus bank holidays.