

Job description

Job title: Corporate Partnerships Fundraiser

Reports to: Relationship Fundraising Manager

Salary: £35k plus benefits

Contract: Permanent and full time 35 hours per week

About us:

The Cardinal Hume Centre works to prevent and tackle youth and family homelessness. We:

- Provide a home with support for up to 39 young people
- Support children and families in housing or other need
- Offer housing and welfare rights advice to help people keep or find a stable home and to manage their money
- Advise and coach people to find work, learning or training
- Provide immigration advice to help people secure their legal right to remain in the UK to access homes, work and benefits.

Last year we helped 1,318 people including nearly 600 families and over 300 children and young people, aiming to break the cycle of homelessness and poverty from a young age. Our approach is personalised, acknowledging the unique complexities of each individual through six key services: residential; family support, legal advice, employment, education and immigration advocacy.

The Centre is based within five minutes' walk from Parliament but works in an area where homelessness in nearly all its forms has increased. Around 3,800 children from Westminster are housed in temporary accommodation. Over 25% of children live in poverty. Families face unaffordable housing costs, a challenging labour market and rising levels of crime.

With an annual income in the region of £3.5 million, the Centre currently employs around 65 dedicated members of staff and around 45 volunteers.

Team context:

The Fundraising and Communications Team is led by the Director of Fundraising and Communications who oversees an income budget of nearly £2.5m. This role reports to the Relationship Fundraising Manager who leads on Community and Corporate income. Eleven team members cover the income streams – Trusts & Foundations, Philanthropy, Corporate, Community, Individual Giving, Legacies with 1 Shop Manager and 1 Communications & Content Officer.

The Corporate Partnerships income target will rise to £250k for 2025/26, with ambitions to grow over the next couple of years. We are fortunate to have a committed donor base, with some fundraising volunteers supporting through making introductions to Companies.

Direct reports: No direct reports but responsibility for managing Corporate volunteers.

About the role:

The overall purpose of this role is to maximize the income the Cardinal Hume Centre receives from business supporters. Supported by the Relationship Fundraising Manager and the Director of Fundraising, the Corporate Partnerships Fundraiser will lead the development and delivery of the Centre's corporate fundraising strategy to achieve its organizational goals.

The Centre's current portfolio of corporate partners includes a diverse mix of partnerships, ranging from multi-year strategic alliances and corporate foundation grants to one-off Charity of the Year collaborations and capital project sponsorships.

The Corporate Partnerships Fundraiser will:

1. Build on existing pipeline of Corporate opportunities to drive new business development. Utilise prospect research and outreach to identify and pursue high-value partnerships to support the Centre's objectives.
2. Account Manage existing partnerships with companies and their employees, exploring a range of opportunities to support, deepening employee engagement and thus, longevity of the relationships.
3. Develop and maintain collaborative relationships across the Centre to align partnership opportunities with organizational priorities and deliver impactful outcomes.

Accountabilities:

1. Drive delivery of the six-figure corporate income stream budget (c.£250k for 2025/26) through rigorous pipeline management.
2. Manage and oversee corporate engagement and fundraising activities, including volunteering membership schemes, skills-based volunteering, and event-based opportunities such as races and challenges.
3. Responsible for leading key campaigns, including the Christmas corporate fundraising campaign, to secure physical and financial donations for the Centre.

Job description:

1. Act as the first point of contact for all enquiries from companies, ensuring strong relationships with existing and potential corporate supporters.
2. Manage the Corporate Partnerships pipeline of activity, prospecting and new business opportunities providing monthly management information and quarterly reforecasting.
3. Proactively research and secure opportunities to develop new business opportunities using knowledge of the Commercial Sector and an understanding of current thinking on CSR and ESG frameworks.
4. Partner with Service Managers and Volunteer Teams to identify and facilitate additional opportunities for corporate support, such as employment and volunteering programmes.
5. Maintain accurate records on corporate supporters' activity and communications using the fundraising CRM system (Donorfy).
6. Collaborate with the Fundraising Team in the development of new fundraising campaigns and the programme of Stewardship communications.

7. Develop and present creative propositions to internal and external audiences through proposals, presentations, and meetings.
8. Organise flagship networking and engagement events to showcase the Centre's work and inspire corporate involvement.
9. Report back in writing on the impact of a company's support including use of our outcomes data.

Person specification

Essential:

1. Experience of successful account management and supporter stewardship.
2. Established track record in leading new business development initiatives, conducting thorough research, and driving effective outreach efforts.
3. Experience of managing a pipeline of opportunities and working to financial targets.
4. Ability to manage multi-stakeholder projects, collaborating effectively with both internal teams and external partners.
5. Ability to create materials for use in presentations, pitches and to support Corporate adoptions of the charity
6. Practical experience of publishing web and social media campaigns using CMS's
7. Ability to engage and inspire individuals and group audiences with the Cardinal Hume Centre's work and our Corporate partnership offering
8. Excellent written communication skills including experience of writing funding bids or proposals and reports
9. Strong IT skills and ability to use CRM Databases.
10. A commitment to the Centre's mission, values and behaviours; a strong belief in the value of every individual.

DESIRABLE:

1. Experience of working in a charity or organisation working with vulnerable people
2. General knowledge and awareness of the issues around youth and family homelessness.
3. Experience of working with volunteers and understanding of the value volunteers bring to charities
4. Experience of developing event concepts and managing events
5. Experience of managing a Charity of the Year/strategic partnership

Our people - we believe each person matters:

Our clients

Our clients guide everything we do. We're here to help children, families and young people experiencing or at risk of homelessness, or clients who have urgent needs that can be met at the Centre and not elsewhere.

We value every person; this is central to our work

We seek to develop trusting relationships with our clients. We rely on them to help us improve and develop our services so we include them wherever possible in our work.

Our staff and volunteers

Our staff and volunteers are diverse in their backgrounds, and their skills and experience. Many have lived experience of the challenges our clients face. We are proud of our warm welcome and our team's commitment to support people facing disadvantage to escape the cycle of poverty and homelessness.

The Centre's [website](#) has more about our work including our [approach](#), our [strategy](#) and our [values](#) and behaviours.