

Corporate Partnerships Fundraiser

Job Description

Salary: £25-30,000 depending on experience.

Hours: 35 hours per week, ideally full time, open to part time / job-share.
Flexible working policy available - open to considering a work pattern which may involve working outside of normal office working hours.

Location: Home based – with occasional work in the office and meetings in St Albans, Herts

Background

As part of our 5-year strategy, we are investing further in our fundraising capability to continue to grow our income and meet the increased demand on our service.

We are looking for an experienced, motivated and enthusiastic fundraiser to join our growing team. Youth Talk have a collaborative team approach and supportive culture. The role holder will report to our Fundraising Manager helping her to build on the significant work and achievements of the past year. The cost of living crisis not only exacerbates the pressures and challenges young people accessing our counselling service are facing, but it means our fundraising must react and respond as appropriate during these times of change.

This is a new role to bed in, develop and grow our corporate fundraising further. We have seen significant income growth and know there is interest from companies to support Youth Talk. St Albans District has a supportive business community of individuals both employing young people and many who are parents or invested in employee wellbeing.

Job summary

This role is being introduced to help identify, develop and manage new corporate partnerships and individual giving opportunities. The Corporate Partnerships Fundraiser will lead on and shape our local business offering. Implement a Business Club initiative to grow Youth Talk's corporate fundraising income and manage new relationships.

You will be working with all fundraising team members, the CEO and Operations Manager primarily to help diversify the charity's income portfolio and sustainably grow our income.

You will have excellent interpersonal, organisation and time management skills. Be able to identify, nurture and manage relationships to grow a strong pipeline of new income.

Main responsibilities

- New income generation from the business community in Hertfordshire
- Prospect to identify meaningful and mutually beneficial new corporate partnerships with Small and Medium sized Enterprises (SME's)
- Develop and implement a Business Club or Charity / Corporate Networking offer
- Build, manage and maintain existing relationships with local businesses and networking groups to generate new income
- Provide a high level of relationship management through stewardship, and effective regular communications
- Working with the Fundraising Manager to deliver proactive outbound communications to corporate partners and supporters
- Explore new fundraising opportunities and products for Youth Talk to deliver, i.e. lunches, virtual challenges
- Raise awareness of Youth Talk by attending business networking groups, community events including local cheque presentations and building LinkedIn connections
- Support individual giving lead generation
- Identify and gather interesting and engaging fundraiser stories for media and promotional use
- Draft content for use in local media, on websites and social media channels to raise awareness and support of fundraising and volunteering.

General responsibilities

- Act as a positive and enthusiastic Ambassador for Youth Talk at all times.
- Communications may be face to face, on the phone, over e-mail or by post. All must be recorded accurately on our newly established fundraising database (Donorfy).
- Support the development and implementation of systems and processes designed to manage data and improve stewardship, nurture opportunities and grow our fundraising.
- Work closely with the Fundraising Assistant and Operations Manager to ensure that donations are efficiently reconciled, and supporters are appropriately thanked.
- Follow steps to ensure compliance with professional good practice in terms of fundraising law, GDPR and the Fundraising Regulator as well as Youth Talk policies.
- Undertake any appropriate work as delegated by the Fundraising Manager or Chief Executive and assist with administrative support as required.
- Able to work flexibly with some unsociable hours required on occasional evenings and weekends. TOIL is available.

Person Specification

We are looking for an exceptional individual who can demonstrate the following experience, skills and knowledge:

Knowledge and experience:

- Proven experience of working as a successful fundraiser able to effectively manage and prioritise a heavy workload
- Experience of identifying and developing new charity/corporate partnerships
- Excellent stewardship skills with experience of partnership management and/ or supporting growing numbers of individual fundraisers and organisations
- Understanding of corporate, community and individual giving fundraising and how they contribute towards the goals of Youth Talk
- The ability to come up with new ideas for increasing donations and create solutions to motivate partnerships to maximise potential outcomes
- Experience of working with fundraising systems (Donorfy) and CRM software
- Knowledge of GDPR and fundraising best practice

Skills and abilities:

- Great team player with excellent communication skills (written and verbal) and strong interpersonal skills
- Enthusiasm, resilience and a passion to meet objectives and deliver results
- Attention to detail, excellent time management skills and ability to excel under own initiative
- Strong IT skills (i.e. word, excel, powerpoint etc)
- Willing and experienced in working from home (equipment will be provided)
- Full UK clean driving license and access to a car (desirable – as this role requires attendance at meetings and local events)

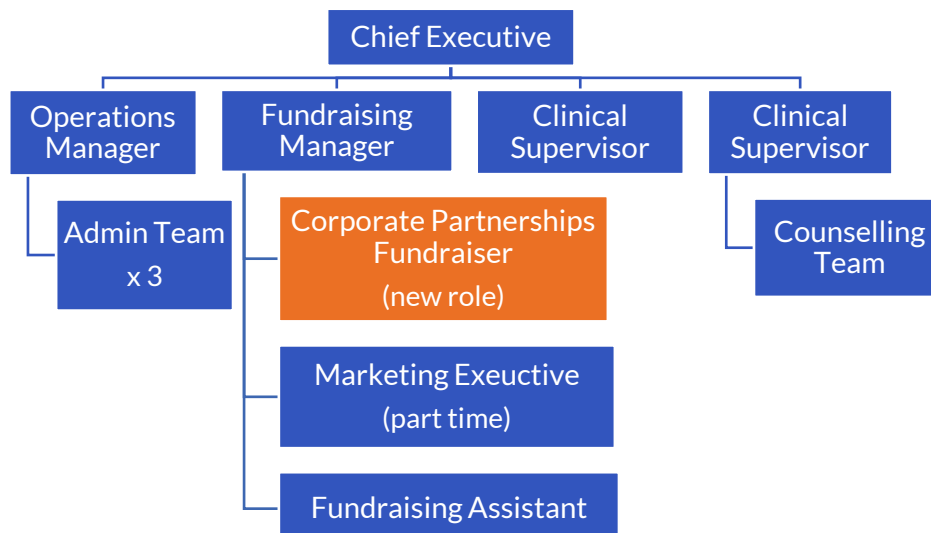
What we offer

We're committed to ensuring a positive, invigorating, and enjoyable working culture for all of our employees. We offer a range of benefits:

Salary:	A competitive salary for a charity of our size outside of London.
Pension:	Youth Talks makes employer pension contributions for your benefit to the extent required by law. This is currently done by enrolling you in NEST unless you opt out. Youth Talk will make a contribution of 3% of basic annual salary and the employee will make a contribution of 5% of basic annual salary.

Hours of work	The standard (full time) working week at Youth Talk is 35 hours. Start and finish times can be agreed between the employee and their manager. We are advocates of flexible working arrangements where it suits the charity and the employee. Further information is contained within our flexible working policy.
Holiday entitlement:	The basic holiday entitlement is 25 days leave per year, increasing by one day for each year's service up to a maximum of 5 days, giving a total of 30 days in addition to the 8 bank holiday days. The holiday year runs from April to March each year. Holiday and bank holiday entitlement is pro rata for part-time employees.
Employment Assistance Programme	The Employment Assistance Programme is a free, confidential service that offers expert advice, information and counselling for all employees on a wide range of issues e.g. legal and financial. The service is available 24 hours a day, 7 days a week, 365 days a year both over the telephone and online.
Sickness benefit	During periods of sickness absence, eligible employees will receive an enhanced entitlement to sick pay which is offset against an employee's entitlement to Statutory Sick Pay (SSP). Employees must have at least one year's continuous service with Youth Talk to be eligible for the enhanced entitlement. Employees with less than one year of service will be eligible for statutory sick pay.
Workplace Values:	The postholder will be expected to work within and reflect our organisational values which are: <ul style="list-style-type: none"> • We are open and accepting • We always give our best • We are stronger together

Our Structure



Joining the team

To make an application to be considered for the role, please submit the following:

- A detailed and up-to-date CV (no more than two sides).
- Details of your availability for a potential interview (we are planning to hold interviews in St Albans on Tuesday 12th).

Applications should be submitted to:

Email: getinvolved@youthtalk.org.uk

The closing date for applications for the role is midnight on Sunday 3rd December.

If you have any queries about any aspect of the appointment process, need additional information or want to have an informal and confidential discussion, then please contact Rachel Simkin (Fundraising Manager) on getinvolved@youthtalk.org.uk

Equal opportunities

Youth Talk is fully committed to eliminating discrimination and promoting equality and diversity in our workforce and employment practices, in the work we undertake, and in the provision of all our services. We therefore expect all of Youth Talk staff and Trustees to be willing and able to make a positive contribution to promoting and implementing our Equality and Diversity policy. We actively seek to build diverse teams and welcome applications from everyone.

Further information: www.youthtalk.org.uk

Thank you and Good luck!