

Job Description

Post: High Value Executive

Reports To: High Value Lead

Hours: 37 hours per week

Location: Hybrid

About us

RSBC believes that every blind young person should have the chance to live life without limits.

By giving young people the essential skills to take control of their life, they can unleash their true potential.

Our success is delivered through our values

Trustworthy: Working with respect, transparency, integrity and accountability

Energetic: Actively and inclusively acting with pace and urgency

Aspirational: Striving for realistic solutions with hope and optimism

Motivational: Creating the conditions for everyone to succeed and celebrate together

Purpose of the role

This role is responsible for winning new business, developing relationships and providing first-class stewardship and account management across a mixed high-value portfolio of trusts, foundations and philanthropists to support RSBC's income generation growth

Working alongside the High Value Lead, Senior High Value Executive and Head of Relationship Fundraising, you will form part of a core team with big ambitions to secure investment to develop new and exciting services to meet the needs of our young people.

Key tasks and responsibilities

Relationship Fundraising

- Work closely with the High Value Lead to develop plans for account management and new business across your portfolio, working to an individual income target of no less than £200k
- Manage end-to-end the Small Trusts Mailing programme, including drafting appeals and refreshing the portfolio
- Compose tailored funding proposals for 4- and 5-figure funding application to support RSBC's strategic goals and objectives
- Provide first-class relationship management, ensuring RSBC high-value supporters feel connected, recognised and valued; producing high-quality bespoke reports and updates to effectively demonstrate the impact of their funding
- In collaboration with fundraising and service delivery colleagues, develop compelling cases for support and support the testing of new approaches
- Working closely with the Head of Relationship Fundraising, support in the development of resources to maximise the philanthropy and mid-level portfolio
- Proactively and creatively identify high-value funding opportunities and cultivate new funder relationships, working with colleagues across the charity
- Support on prospect research to assist in developing the philanthropy portfolio
- Work closely and collaboratively with service delivery and support teams to ensure close detailed knowledge of the organisation's activities, outcomes and impact to translate into compelling funding propositions

General

- Work to monthly and quarterly activity targets, to be agreed collaboratively with the High Value Lead to deliver the overall fundraising budget
- Ensure information is accurate, easily accessible, securely in line with GDPR and correctly recorded on the CRM database
- Keep abreast of industry-wide information in the charity sector, and the challenges and barriers that are impacting our community of children, young people and families
- Carry out all duties and responsibilities in line with organisational policy, the fundraising regulator's Code of Practice, the law, and other best practice guidelines
- Ensure compliance with safeguarding policies and legislation and protect the welfare of service users and all other children and young people/vulnerable adults that have contact with the organisation
- Ensure equality and diversity principles are embedded in all activities
- Any other duties as required

Person specification

Qualifications

- Relevant experience with a track record of achieving an annual fundraising income target.

Essential skills

- Experience of writing compelling proposals for funding.
- Thrives on working proactively to spot opportunities and see them through
- Strong interpersonal skills; able to build warm, genuine and trusting relationships internally and externally and confident and capable of managing donor relationships
- A clear communicator; articulate; exceptional copywriting skills
- Enjoys working with pace and urgency, while maintaining quality and offering great customer service
- Excellent knowledge of the high value funder landscape
- Proven ability to achieve income targets, including a significant number of 5-figure asks and repeat funding from a range of donors and funders, as well as cultivating new business
- Excellent organisational and prioritisation skills
- Ability to monitor pipeline, gauge success rates, and address funding gaps in a timely manner

Desirable skills

- Experience in vision-impairment and/or children's causes
- Working knowledge of CRM databases and reporting