

## **JOB INFORMATION**

<b>Job title:</b>	<b>Corporate Fundraiser</b>
<b>Department/Team:</b>	Fundraising Department (Corporate Partnerships Team)
<b>Reporting to:</b>	Deputy Head of Fundraising
<b>Salary range:</b>	£28,879 per annum (£26,629 Basic Salary + £2,250 London Weighting)
<b>Benefits:</b>	Up to 6% matched employer pension provision, salary exchange scheme, interest free loans for season tickets and cycle to work scheme
<b>Annual Leave:</b>	28 days (full-time), rising by one day on the first and second anniversaries of employment, and an additional extra day's leave on the fifth anniversary of employment and each subsequent fifth anniversary, as well as Public and Bank holidays
<b>Contract:</b>	Permanent
<b>Hours per week:</b>	Full-time (35 hours per week)
<b>Location:</b>	Royal Courts of Justice, Strand, London, WC2A 2LL ( <b>Hybrid</b> )

## **JOB DESCRIPTION**

### **Purpose of post:**

To develop and steward current Support Through Court partners, identifying new opportunities for engagement, working closely with the Deputy Head of Fundraising and Deputy Senior Corporate Partnerships Manager.

### **Main duties and responsibilities**

#### **1. Partnership development**

- 1.1 With the support of the Deputy Head of Fundraising and Deputy Senior Corporate Partnerships Manager, develop a pipeline with businesses, leaders and foundations in the sector to approach to expand our network of regular donors
- 1.2 Network with corporates and senior legal professionals to build relationships and opportunities

#### **2. Stewardship of corporate partners**

- 2.1 Support on our stewardship strategy and create development plans to maintain and uplift existing corporate partners
- 2.2 Provide day-to-day relationship management of a portfolio of accounts and develop strong relationships with supporters, identifying opportunities for growth

- 2.3 Working with the Deputy Senior Corporate Partnerships Manager, develop staff engagement opportunities with existing partners and innovative ways to bring them closer to the charity
- 2.4 Write impact funding bids, reports and thank you letters to corporate supporters
- 2.5 Create corporate marketing copy for social/media and promotion to celebrate and showcase existing partnerships
- 2.6 Administer invoices and keep financial trackers up to date

### **3. Events organisation**

- 3.1 Support with the marketing, organisation and delivery of fundraising and stewardship events
- 3.2 Identify and approach suitable sponsors and speakers for future events
- 3.3 Represent Support Through Court at fundraising events, supporting in delivery and stakeholder management

### **4. General**

- 4.1 Ensure all communications with corporate supporters are noted in our database and pipeline and that data is kept up to date
- 4.2 To ensure that all work is carried out in accordance with Support Through Court's equal opportunities, confidentiality, data protection and personal safety policies
- 4.3 This job description is not exhaustive. You will be expected to undertake such other duties as may from time to time reasonably be required

## **PERSON SPECIFICATION**

### **Essential requirements**

#### **Qualifications**

- Graduate/ experienced in a previous role

#### **Experience**

- Minimum of 1 years' experience working in a fundraising (preferably corporate fundraising)

#### **Skills and Abilities**

- Well organised and methodical
- Able to manage and prioritise a diverse workload to meet tight deadlines
- Excellent written, presenting and verbal communication skills
- Ability to work as part of a team
- Positive can-do attitude
- Growth mindset and willing to try new approaches
- Focused on reaching KPIs
- Committed and resilient

#### **Desirable requirements**

- Experience with Office 365 and/or CiviCRM
- Experience in organising and delivering events
- Experience of working in the voluntary sector
- A passion for social justice