

## **JOB INFORMATION**

<b>Job title:</b>	Corporate Fundraising Intern
<b>Department/Team:</b>	Fundraising (Corporate Partnerships Team)
<b>Reporting to:</b>	Deputy Head of Fundraising
<b>Salary range:</b>	£13.15 per hour
<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 help us grow our Corporate fundraising income and support the fundraising team. You will have the support of the Deputy Head of Fundraising and Senior Deputy Corporate Partnerships Manager to develop your skills and experience as a fundraiser. This internship can run for up to 6 months, with the opportunity to progress within the charity.

### **Main duties and responsibilities**

#### **1. Partnership Administration**

- 1.1 With the Support of the Deputy Head of Fundraising and Deputy Senior Partnerships Manager, research and build a pipeline with businesses, leaders and foundations to expand our network of regular donors
- 1.2 Working with the Deputy Senior Partners Manager to administer corporate giving appeals, including meeting timelines, coordinating mail outs, updating templates, requesting renewals, contacting lapsed donors and requesting uplifts.
- 1.3 Support on invoicing corporate partners and financial tracking
- 1.4 Create corporate marketing copy for social/media and promotion to celebrate and showcase existing partnerships

#### **2. Events support**

- 2.1 Support with the marketing, organisation and delivery of fundraising and stewardship events
- 2.2 Research suitable sponsors and speakers for future events
- 2.3 Represent Support Through Court at fundraising events, supporting in delivery and guest list management

### **3. Data Management**

- 3.1 Record and segment donors, activities, and income on our database in accordance with procedures, ensuring the integrity of our data follows our data and privacy policies.
- 3.2 Understand how to use the database effectively and create accurate mailing lists and reports to help monitor income and activity.

### **4. General**

- 4.1 To ensure that all work is carried out in accordance with Support Through Court's equal opportunities, confidentiality, data protection and personal safety policies
- 4.2 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 level or previous work experience

#### **Experience**

- Administration
- Using databases
- Conducting research

#### **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