

<b>Job Description:</b>	Corporate and Partnerships Fundraiser
<b>Contact Type:</b>	Permanent
<b>Responsible to:</b>	Head of Business Development
<b>Salary:</b>	£28,371. – £31,099. p/a (pro rata)
<b>Hours:</b>	PT 21 – 35hrs (FT: 35 hours) Monday to Friday with some out of hours work expected.
<b>Location:</b>	Blended - CamSight Office, Homeworking

## About CamSight

CamSight is a Cambridgeshire charity that supports local people of all ages living with low vision and blindness to live the lives they choose. We work to enhance independence, improve well-being, and improve inclusion.

### Our vision

A world of equality, in which people of all ages who are blind or have low vision achieve the possibilities they choose in life.

### Our values

At CamSight, we strive for a world of equality, in which people of all ages who have low vision and blindness achieve the possibilities they choose in life. In this mission, we aim to uphold the following values in all that we do:

- **Person-centred**  
Our beneficiaries are at the heart of everything we do. We see individuals as whole people, not defined by one element of their lives. Our work is holistic in approach. All are welcome at CamSight.
- **Empowering**  
We enable everyone to be able to reach their full potential. We provide the tools, information, and advice to allow people to live the lives they choose. We do not prescribe or dictate terms; we empower decision and action. We invest in our staff and volunteers to meet their aspirations and those of CamSight.
- **Friendly**  
We are caring and empathetic to all we work with. We are a friendly voice at the end of a telephone call or a friendly face to chat with over a cup of tea. We are responsive in our communication and in our work. We create a positive, professional environment in which to work.
- **Collaborative**  
We work well together and with others. We are flexible and adaptable in our approach, looking to build our partnerships and networks for the benefit of our beneficiaries.
- **Accountable**  
We are accountable to each other and to our beneficiaries. We monitor and report our impact, our finances, our progress, and our plans in an open and honest way. We build trust through transparency. We welcome feedback and we work to improve.

## About the Role

The part-time (21 hours) Corporate and Partnerships Fundraiser will raise the profile and awareness of CamSight and increase income through developing and securing a range of funding streams including Corporates and their employees whilst developing new relationships and partnerships. The post holder will help to develop and ensure the effective delivery of the corporate and partnerships fundraising strategy to generate sustainable income from new and existing partnerships.

The role will help grow our portfolio of partnerships, working collaboratively to explore ideas and launch new initiatives to help us achieve our mission. The role plays an important part in helping us to meet our fundraising targets and increasing participation and engagement in our fundraising activities.

We are also currently recruiting for a part-time (21 hours) Community and Events Fundraiser but would welcome applicants interested in a full-time role (35 hours a week) covering both job descriptions. If this is of interest, please make this clear in your covering letter.

## Specific Tasks

### General

- Work alongside the Head of Business Development and Community and Events fundraiser to develop and promote successful and engaging fundraising initiatives, campaigns, and events to engage and encourage potential supporters, using research to spot trends and popular initiatives.
- Develop and follow processes and systems to ensure the effective management of all relevant information, including maintaining and taking responsibility for accurate information on the charity's database and the corporate partners section of the website.
- Analyse the potential risks and benefits of fundraising events/activities considering risk, time/cost ratios, and overall ROI, to focus effort accordingly.
- Ensure all associated activities are compliant with charity law, regulatory requirements, and best practice, including the Data Protection Act and GDPR.
- Be a positive ambassador for CamSight, promoting and raising awareness of its services and delivering engaging fundraising presentations to potential and existing supporters.
- Be an active and supportive member of the Fundraising Team and wider CamSight team, contributing to the team's development and working collaboratively with colleagues to maximise cross-working opportunities.
- Work collaboratively with the Marketing and Communications Officer to develop and implement marketing and social media plans for all events/activities.

### Corporate

- Responsible for the development of Corporate Fundraising initiatives.
- Identify appropriate corporate partners for strategic partnerships, sponsorship, and other corporate fundraising activities.
- Research and analyse corporate financial and other information from a wide range of sources to ensure approaches are tailored, targeted and of the highest quality.
- Work with corporate partners to increase understanding across their businesses, identify new opportunities for engagement and explore new initiatives and ideas.
- Develop and implement tailored employee fundraising plans for corporate partners, managing subsequent fundraising activities such as golf days, office fundraising, involvement in challenge events and new fundraising products.

- Explore a range of non-financial opportunities gift-in-kind, pro bono support, in conjunction with volunteering opportunities.

### Trust and Foundations

- Working with the Head of Business Development, support the development and delivery of strategic plans to secure high value funding from trusts, foundations, and statutory funds.
- Develop bids and programmes of work that could represent significant trust funding opportunities on strategic partnerships and multiyear relationships.
- Manage and grow a robust pipeline of trusts prospects.
- Work closely with all departments to develop compelling cases for support and prepare and submit high quality grant applications.

### Finance

- Support the development and implementation of a fundraising plan to maximise income generation across the designated area, in line with the overall fundraising strategy.
- Contribute to the development of annual income and expenditure budgets, monitoring results and contributing to regular reforecasts, mitigation, and contingency planning to ensure targets are achieved.

### CamSight responsibilities

- Adhere to and keep up to date with organisational policies, guidelines and procedures and best practice requirements.
- Always represent CamSight in a professional manner.
- Participate in regular supervision, team meetings and other meetings as required.
- Identify own training and development needs in conjunction with your line manager and participate in training opportunities as required.
- Undertake any such additional duties as necessary in relation to the role or as requested by the heads of departments.

### Personal Specification

Knowledge & Experience	Essential: E Desirable: D
Ability to identify, research and develop new potential partnership opportunities using all appropriate methods.	E
Demonstrable experience of relationship building with a track record in creating mutually beneficial partnerships within the corporate sector.	E
Proven experience of developing lasting relationships with and securing gifts from trusts, foundations, and statutory funds.	D
Excellent Stewardship Skills with experience of supporting growing numbers of corporate partners, their staff, and fundraising initiatives.	E
Excellent knowledge of legal and policy issues relating to Fundraising.	E
Experience of communicating, developing, and maintaining relationships with stakeholders.	D

<b>Skills &amp; Abilities</b>	<b>Essential: E Desirable: D</b>
A high level of competence in MS Office applications, in particular MS Excel.	E
Highly organised and efficient.	E
Excellent written and oral communication skills.	E
Effective at managing a diverse workload through good time management.	E
Conscientious, with close attention to detail.	E
Ability to work independently and as part of a team and interact with colleagues in a helpful and supportive manner.	E
Ability to problem solve and work positively to deliver results.	E
Ability to use initiative and willingness to contribute new ideas.	E
Readiness to work flexibly, recognising the need to work evenings and some weekends.	D

<b>Qualifications</b>	<b>Essential: E Desirable: D</b>
A relevant professional qualification such as the Certified Institute of Fundraising (CloF) Certificate in Fundraising or Diploma in Fundraising.	D

<b>Policy and Procedures</b>	<b>Essential: E Desirable: D</b>
In line with CamSight's GDPR policy ensure that information of a sensitive and/or a personal nature is not disclosed to, or discussed with, inappropriate persons and that all information is maintained in accordance with legislative requirements.	E
Ensure all duties are carried out in a way that promotes Equality, Diversity, and Inclusion and in line with CamSight's Equality and Diversity policy.	E
Promote a culture of Health and Safety and observe all relevant rules, policies and procedures and complete relevant training as required.	E
CamSight are committed to ensure a culture of safeguarding excellence for its staff and service users and all colleagues must be trained and vetted to an appropriate level for their role.	E

*This job description serves to illustrate the type and scope of the duties currently required for the above post and to provide an indication of the required level of responsibility. It is not comprehensive or exclusive list, and duties may be varied from time to time, they will not however change the general character of the job, or the level of responsibility entailed.*