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## Welcome

I am delighted to be recruiting for a Major Gifts & Partnerships Executive to join our team at Rays of Sunshine Children's Charity.

You will be joining a small but passionate team, full of positivity, energy and drive to succeed and we need someone who will be a part of our success, helping to achieve our new vision for the charity to ensure we can create lasting memories for all children and young people with a life limiting illness.

A parent never imagines their child will be diagnosed with a life limiting or life threatening illness but when the unimaginable happens, Rays of Sunshine is there to brighten their lives by granting their wish, and providing ongoing support and activities in the community.

In this role you will be responsible for working across corporate partnerships, major donors, trusts and foundations, with a prominent focus on supporting with account management of existing partnerships and developing our pipeline of prospects. The charity has a history of success in these areas and we would love to have someone join the team to build upon this success.

Ideally the candidate would have existing experience in corporate partnerships, but we are open to candidates with experience in one or more of the fundraising disciplines mentioned above, with a willingness to develop their skills and experience, through a supportive, coaching and a mentoring leadership style.

You will be valued and rewarded, joining a vibrant and fun working culture, and you will get to see the positive impact on the lives of children, young people and their families first hand.

If you're interested in being a part of our success, we'd love to hear from you. Do get in touch for a chat or an informal meeting.

I look forward to hearing from you.

**Amy Chambers**

**Director of Fundraising and Communications**

[amy@raysofsunshine.org.uk](mailto:amy@raysofsunshine.org.uk)



## About Rays of Sunshine

Rays of Sunshine exists to brighten the lives of seriously ill children aged three to 18 across the UK by granting magical wishes and providing ongoing support within the community. Our work creates a positive distraction, reduces isolation, improves self-esteem and creates precious memories and smiles.

**Wishes** - The wishes we grant are as unique as the children themselves and whether a child wants to be a fireman, meet a real-life mermaid or even the Loch Ness Monster, we work hard to make that wish come true.

**Wish Community** - From the moment a wish is granted, children and their families become part of this community, and are invited to join in any of the events which take place throughout the year – across the UK.

We offer a 'relaxed', fully accessible environment during our events so children and young people can feel free to be themselves whilst not being overwhelmed, and share valuable time with others in a setting which aims to boost their confidence. Our events help to bring wish families together, provide an opportunity to meet others who have faced similar experiences, and most importantly, have fun!

**Sunshine in Hospitals** - Our team delivers sunshine to children up and down the country currently receiving treatment in hospitals. From our activity days to our sensory bags, we aim to reach children and their families when they need it the most.

Our projects help to reduce anxiety, loneliness and isolation in the hospital and hospice environment for seriously ill children and their families.

## Job Specification

**Job Title:** Major Gifts & Partnerships Executive

**Salary:** £30,000 to £33,000 FTE (depending on experience)

**Hours:** 37.5 hours per week (part time considered paid pro-rotta)

**Working pattern:** Flexible working hours, with home and office working

**Location:** Finchley, N3 (nearest station Finchley Central)/Home Working

**Reports to:** Director of Fundraising and Communications (once recruited you will report to Major Gifts and Partnerships Lead)

**Direct reports:** Corporate Volunteer Researcher

## Key Responsibilities

### Partnerships

1. Support with creating proposals and pitches to secure Brand, Corporate and Commercial Partnerships, with a strong focus on shared purpose and mutual benefit, to create successful long term strategic partnerships.
2. Support with relationship management of current partners of Rays of Sunshine, ensuring they have materials to aid their fundraising.
3. To manage the input of corporate partnership data on the CRM system (currently Donorfy).
4. Manage the updates to the corporate pipeline master document, ensuring appropriate actions are met within deadline.
5. Supporting the Corporate Volunteer Researcher to undertake the necessary research to support our pipeline of approaches.

### Philanthropy

6. Creating supporter updates and reports to demonstrate the impact of funding received from our Patrons and Major Donors, providing excellent stewardship to existing donors.
7. Provide support with the event planning of major donor events, and attend in person to provide support of events on the day.

### Trusts and Foundations

8. Support with research and the successful completion applications to secure donations from a pipeline of identified Trusts and Foundations.

## **Stewardship**

9. Identifying new opportunities to create wow moments for donors and provide excellent stewardship of all major donors and partnerships.

## **General**

10. General administrative duties, including record meeting notes and actions, following up with partners, sending out of promotional materials, monitoring and responding to email enquiries, and taking telephones calls.
11. Any other duties to support the success of the fundraising team.

## **Person Specification**

1. Previous experience of working with corporate partnerships would be ideal, but candidates with experience in major donor, trusts and foundations or special events would be desirable
2. Able to demonstrate how your experience in one or more of these income areas, as supported the team's fundraising success.
3. Previous experience of supporting the development work of a fundraising pipeline.
4. Experience of creating proposals, presentations and completing funding applications.
5. Experience of providing excellent stewardship and supporter care to donors.
6. Experience of supporting with event planning and providing on the day support at events
7. Articulate and able to communicate with passion, to describe the work of the charity and story tell.
8. Organised and works well to deadlines, with ability prioritise responsibilities according to need.
9. Ability to proactively use a database and establish an effective means to monitor a pipeline within a CRM (we use Donorfy) and report on outcomes.

## **Benefits**

- Flexible working hours and hybrid working
- 30 days annual leave plus bank holidays (pro-rata for part-time)
- Pension scheme with a contribution of 4% from Rays of Sunshine
- Occupational sick pay
- BHN extras employee benefits platform
- Free eye tests

- Free 24-hour confidential advice via our Employee Assistance Programme (EAP)
- Staff forums and staff surveys
- Opportunities for training and further development
- Access to online learning

## Our Values

Our values are at the heart of everything we do and help guide us in our mission to grant more magical wishes for seriously ill children.

- **Kindness** – We are kind to ourselves and others in everything we do
- **Integrity** – We are honest and trusted to do the right thing
- **Joy** – We work with fun, passion and a sprinkle of magic
- **Empowerment** – We work to build confidence and nurture potential.
- **Connection** – We build strong connections with everyone in our wish community

## How to apply

Please send a cover letter (no more than two sides on A4) explaining your suitability for the role, along with a CV to [amy@raysofsunshine.org.uk](mailto:amy@raysofsunshine.org.uk) by 9am on Tuesday 28<sup>th</sup> May.

If you wish to discuss the role before applying, please do not hesitate to contact me for an informal discussion.

Interviews will be held in person on Thursday 6<sup>th</sup> June at our offices in Finchley, London.