

**EveryYouth – Partnership Fundraiser**

<b>Job Title</b>	Partnership Fundraiser
<b>Salary &amp; Grade</b>	£33,000 - £35,000
<b>Hours</b>	Full-time, 37.5 per week
<b>Location</b>	Remote – must be able to travel into London once a month for team meetings. Extra travel may be required occasionally.
<b>Team</b>	Fundraising and Communications

**Key Tasks**

<b>Income Generation</b>	<ul style="list-style-type: none"> <li>• Contributes to achieving EveryYouth’s income target by personally delivery at least a 5:1 ROI on salary across a range of income streams.</li> <li>• Is ambitious and enthusiastic about the potential for EveryYouth to generate significant income in the near future.</li> </ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>• Provides excellent relationship management to accounts across a range of income streams.</li> <li>• Writes compelling and engaging reports to demonstrate donor impact.</li> <li>• Presents with passion and enthusiasm for EveryYouth’s work.</li> <li>• Develops relationships with EveryYouth’s Network of Delivery Partners, specifically with their fundraising teams.</li> </ul>
<b>New Business</b>	<ul style="list-style-type: none"> <li>• Supports with applications for corporate partnerships.</li> <li>• Supports EveryYouth’s ambition to diversify its income base by identifying new areas for growth within EveryYouth’s fundraising portfolio.</li> </ul>
<b>Events</b>	<ul style="list-style-type: none"> <li>• Leads on the delivery of EveryYouth’s events programme.</li> <li>• Helps develop EveryYouth’s event offering.</li> <li>• Is able to create compelling ‘in-house’ events for corporate partnerships.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Uses EveryYouth’s CRM (Salesforce) to accurately record day to day work.</li> <li>• Uses EveryYouth’s CRM (Salesforce) to produce reports and forecasts.</li> </ul>
<b>Team Building</b>	<ul style="list-style-type: none"> <li>• Recognises the contribution this role can make to EveryYouth’s developing team culture.</li> <li>• Works comfortably across different teams to develop EveryYouth’s organisational culture.</li> </ul>

## Person Specification

### Essential Experience, Skills, Knowledge and Attitude

- Excellent written and verbal communication skills.
- Excellent presentation skills.
- Able to demonstrate exemplary relationship management skills.
- Highly numerate with ability to accurately report on programme and financial performance.
- Excellent attention to detail, with the ability to maintain accurate records.
- Pro-active and positive, with a creative approach to problem solving.
- Highly organised with the ability to manage conflicting demands of multiple stakeholders.
- A strong commitment to EveryYouth's mission, vision and values with a passion for making a significant and strategic difference to the lives of disadvantaged young people in the UK.
- A desire to shape the future culture of an organisation.
- A can-do and enthusiastic attitude. Willingness to work flexibly, without relying on established processes and procedures.

## Equal Opportunities

All employees have a legal and moral responsibility to ensure that the workplace is free from discrimination, harassment, and bullying.