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**Corporate Fundraising Officer**

**Job Description**

**Job Title:** Corporate Fundraising Officer

**Responsible To:** Corporate Fundraising Manager

**Location:** Belfast based, covering all of Northern Ireland

**Hours:** 35 Hours per Week

**Salary:** Level 6, Points 26-31 £22,891 - £27,069

**Summary of Responsibilities:**

The Corporate Fundraising Officer will be part of a team within Cancer Focus Northern Ireland facilitating and supporting Income Generation within the local business sector. The post holder will assist in developing business relationships, maximise the amount of funds within the area of corporate fundraising and to develop and seek out Charity of the Year partnerships within the business sector.

## Key Responsibilities

* Help raise income within the Northern Ireland business sector for Cancer Focus NI’s services to ensure the organisation’s sustainability
* Work towards agreed financial and performance targets
* Manage a select number of Charity of the Year partnerships and help secure new partnerships
* Develop fundraising activities and encourage staff to take part in fundraising events
* Carry out research and identify potential new corporate partnerships
* Support the Corporate Fundraising Manager with corporate events, including corporate Strictly Come Dancing shows, breakfast networking events, Shops Challenge, annual golf competition and other events
* Assist in account management of on-going corporate partners, including making fundraising packs, presentations to staff, attending cheque presentations and delivering fundraising materials
* Assist with marketing and PR work for all corporate fundraising events and act as a spokesperson for Cancer Focus NI
* Work within the Income Generation team to support the charity’s fundraising strategy
* Undertake any other reasonable and related duties as required

The post will involve evening and weekend work and will therefore require flexible working.

This Job Description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.

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**Personnel Specification**

**Corporate Fundraising Officer**

**Belfast Based, Covering All of Northern Ireland**

The Personnel Specification shows essential skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. Therefore, please address in completing the Application Form, each criterion listed in the specification, drawing upon all of your experience; whether at work or on a voluntary basis.

**Essential Criteria**

* Excellent interpersonal and communication skills with the ability to enthuse and inspire
* Evidence of planning and organising an event
* Evidence of working as a member of a team
* Ability to engage in meaningful partnerships with people
* Proven ability to plan, prioritise and manage a large workload
* Evidence of flair for creativity and innovation
* Computer literate - experience of Microsoft Office, E-mail and Internet
* Hold a full current driving license and have access to the use of a car or some other appropriate form of transport to carry out the duties of the post in full

**Desirable Criteria**

* 3rd level qualification in Events, Marketing, Communications, PR or Business Management
* Experience of sales or fundraising