

Job Description

**Part Time Corporate Fundraiser (Relationship Management) (15 hrs)**

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| **Location** | Belfast Office of AWARE but with a regional remit |
| **Reports to** | Director of Fundraising and Communications |
| **Key Internal relationships** | Strong working relationship with New Business Corporate Fundraiser, CEO, Senior Management Team, fundraising team and staff, volunteers, members and sessional trainers |
| **Key External Relationships** | Businesses, business network organisations |
| **Duration of contract** | Permanent – 15hrs per week |

**Purpose of Post**

To manage the relationship between AWARE and corporate charity partners and to ensure that fundraising plans as set out by our New Business Corporate Fundraiser are met.

**Key Responsibilities**

**General Responsibilities**

* Successfully manage Corporate Charity Partnerships for AWARE that have been secured by the AWARE New Business Corporate Fundraiser
* To ensure that all activities are carried out in accordance with the values of the charity.

**Corporate Fundraising Responsibilities –**

* Engage with and manage AWARE Corporate Charity Partners to ensure financial targets are met
* Attend cheque presentations and ensure appropriate PR along jointly with our other Corporate Fundraiser at AWARE.
* Work with PR agencies and other business networks.

**Other Responsibilities**

* To keep the donor database up to date with all contacts and to develop a personalised “thanking process” that is efficient and professional
* To continue to promote E-Giving to corporates as a way for staff to donate to the Charity and to people who are raising money for us
* To take responsibility for corporate income, banking when required and prepare monthly report for the Director of Fundraising and Communications and quarterly reports for the Board of Trustees.
* To promote the take up of Gift Aid on donations and draw down all Gift Aid associated with Fundraising activity

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All staff are required to be professional, co-operative and flexible in line with the needs of the post and AWARE.

Person Specification

**Corporate Fundraiser (Relationship Management)**

1. Qualifications

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| Essential | Degree level education or equivalent. |
| Desirable | Relevant management or post graduate or professional qualification |

2. Experience

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| Essential | At least 2 years successful corporate fundraising |
| Experience of securing funds through a variety of fundraising techniques |
| Experience in using a range of computer packages including MS Office, particularly Word, PowerPoint and Excel |
| Experience in the successful recruitment, support and retention of volunteers |
| Experience in presenting to corporates. |
| Experience of working within a team with different functional roles and developing relationships with internal stakeholders |
| Experience of working on own initiative in developing fundraising activities, motivating people to work with us and working with sectoral interests in the area |
| Experience of developing new fundraising initiatives |
| Demonstrable experience in managing relationships with corporates. |
| Desirable | Experience of voluntary or public sector organisations |
| Good understanding of other fundraising disciplines |

3. Skills, knowledge and abilities

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| Essential | Excellent interpersonal skills and the ability to communicate well with a broad range of people |
| Excellent written and oral communication skills and confidence to represent the organisation publicly |
| Demonstrable knowledge of fundraising methodologies and an in depth knowledge of corporate fundraising trends and techniques |
| Demonstrable knowledge of the work of AWARE and mental health in Northern Ireland |
| Ability to develop and maintain networks and build relationships with potential supporters, volunteers and others in the community, voluntary and private sector |
| Ability to communicate with people at all levels, using a range of medium to ensure that a consistent organisational message is communicated. |
| Ability to work with the Communications Officer to publicise events using all possible media |
| Ability to prioritise, manage a busy workload and meet deadlines |
| Ability to monitor income and produce reports to the Director of Fundraising and Communications in a timely manner |
| Desirable | Strong knowledge of the corporate sector in NI |
| Financially aware with strong knowledge of donor databases, Gift Aid and E-Giving |

4. Personal Style and behaviour

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|  | Able to sign up to and promote the values of the organisation |
| Willingness to undertake relevant on the job and external training as required |
| Willing to sign up to the organisations standards of conduct |
| Willingness to abide by the organisations policies and procedures |
| Committed to the work of the organisation |
| Be open minded, non-judgemental and have a willingness to question own attitudes |
| Ability to empathise with service users regardless of race, gender, age, religion, nationality, marital status, sexual orientation or disability |
| High level of drive and personal motivation to achieve results |
| A team worker who is friendly, approachable and enthusiastic |
| Enthusiasm and flexibility to adapt to changing circumstances and capitalise on new opportunities |
| Well-developed negotiating, influencing and persuading skills |

5. Other

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| Essential | Willingness to work flexibly including evening and weekend work |
| Willingness to travel across the region and further afield including ROI, and UK if the post requires it. |
| Access to a car or other means of transport to fulfil the travel requirements of the role |