#  **U:\Ashleigh DeskTop Folders\Cancer Fund for Children Logo.jpg**

# **JOB DESCRIPTION**

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| **Role:** | Partnership and Philanthropy Executive – Corporate Fundraising (18 Month Contract) |
| **Reporting to:**  | Partnership and Philanthropy Lead Executive |
| **Direct Reports:** | N/A |
| **Salary Scale:** | Band 8, Pay Point 29 -32 (£29,271 - £31,634)  |
| **Hours:** | 35 hours per week  |
| **Location:** | Belfast – hybrid working policy in place |
| **Date:** | February 2025 |

Cancer Fund for Children’s mission is to ensure that no child or young person across the island of Ireland has to face cancer alone. The charity has over 30 years’ experience delivering support and services to children, teenagers and young adults living with cancer and their families.

Our aim is to connect, empower and strengthen children and young people and their families so they are better equipped to deal with the impact of cancer. We do this by providing emotional and social support in the family home, in communities across the island of Ireland, on the hospital ward and at our therapeutic short break centre in Newcastle Co Down. In 2026 we will open our second therapeutic short break centre in Cong, Co. Mayo.

We work with intelligence, purpose, enthusiasm, and energy.

**Role Overview**

This is an exciting opportunity in the Partnership and Philanthropy team to deliver an ambitious strategic plan and net income growth leading on strategic corporate Partnership in Northern Ireland. The Partnership and Philanthropy Executive will be part of a team working to deliver an ambitious Income & Communications Strategy across the island of Ireland.

The post holder will report to the Partnership & Philanthropy Lead Executive, working closely across the wider Income Generation Team, to ensure that Cancer Fund for Children has sustainable funding to develop the reach and impact of our services so that no child has to face cancer alone. The key strands of the role are:

1. To nurture, develop and manage new and existing key fundraising relationships with Cancer Fund for Children corporate donors and optimise the value and impact of corporate fundraising.
2. To maximise income from corporate donations and commercial Partnership to enhance the income, profile, and influence of Cancer Fund for Children.
3. To support high value major giving, where required.

**Main Responsibilities:**

* Nurture, develop and manage key fundraising relationships with Cancer Fund for Children Corporate partners and donors.
* Provide high levels of support and donor care in maintaining and enhancing relationships with existing, new and potential corporate contacts.
* Monitor, evaluate and report on the progress of corporate Partnership and key relationships to the Partnership and Philanthropy Lead Executive.
* Work closely with the Events & Campaigns Officer in organising and facilitating sustainable corporate fundraising events and campaigns, where appropriate and maximise corporate participation in existing events and campaigns including Payroll Giving; Challenge Events; Christmas Campaign.
* Maximise financial outcomes and implement new income generation initiatives in line with the wider Partnership and Philanthropy Team Strategy.
* Support on the logistics, marketing, and PR of Corporate Fundraising events held on behalf of Cancer Fund for Children, in line with fundraising legalities and best practice.
* Work closely with all other Income Generation and Communication Team members to ensure all marketing opportunities and administration requirements are introduced and maintained to enable effective promotion, analysis and monitoring of income and activities.
* Deliver agreed financial targets set out in the Partnership and Philanthropy income budget.
* Maximise cross selling of events and campaigns with the fundraising team.
* Work within an agreed expenditure budget when planning and implementing corporate fundraising activity.
* Track performance and return on investment against budgets and provide written reports on the progress of Corporate Partnership, events and activities.
* Support the implementation and deliver of major donor fundraising initiatives in line with the wider Partnership and Philanthropy Team Strategy.

**Other**

* Optimise tax effective giving across key donors working closely with the Individual Giving team as relevant.
* Ensure screening of key Partnership to safeguard alignment with the values and ethics of Cancer Fund for Children.
* Ensure the CRM is used accurately to record income and communication with contacts.
* Ensure active participation in wider team and organisation meetings.
* Invest in ongoing professional development opportunities and training.
* Comply with all Cancer Fund for Children policies, procedures and guidelines and current legislative requirements.
* Perform any other reasonable duties and specific projects as assigned by management to contribute to the overall aims of Cancer Fund for Children.

| **Key Criteria** | **Essential** | **Desirable** |
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| ***Qualifications*** | Educated to degree level or equivalent. * Minimum of 3 years’ paid experience in a fundraising role within a not-for-profit organisation or related environment.
 | * Equivalent educational qualifications
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| ***Experience / Knowledge*** | * Excellent written, verbal and presentation skills.
* Proven track record in income generation and budgetary management.
* Successful track record of business account management, managing corporate Partnership, or similar within NI.
* Ability to demonstrate initiative in achieving targets within a competitive environment.
* Demonstrable experience of successfully developing new business opportunities and retaining positive relationships.
* Demonstrable experience of managing risk and due diligence in the context corporate fundraising
* Knowledge of compliance requirements with Codes of Fundraising Practice, and other relative legislation and best practise in fundraising in Northern Ireland.
 | * Fundraising experience of similar organisations that support children, young people and families dealing with cancer.
* Knowledge of Northern Ireland Funding Environment
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| ***Competencies*** | * High level of technical ability with all usual computer software packages and data analysis and visualisation software [i.e., Microsoft Office, Adobe, MS Teams etc]
* Results driven with a focus on income generation at agreed and acceptable return on investment.
* High attention to detail and numerate accuracy in analysing and using data and financial information, to write coherent reports.
* Ability to influence and nurture relationships with stakeholders for the long term.
* Is resilient, agile, and flexible and able to navigate challenges and obstacles successfully.
* Effective time management and organisational skills including the ability to manage a significant workload with competing priorities.
* Excellent communicator across a diverse range of audiences at local and senior level.
* Proven ability to work effectively across a wide range of internal and external stakeholders.
* Committed to producing the very best outputs with an ability to persist in pursuing goals despite obstacles.
* Can provide appropriate empathetic responses to key stakeholders when required.
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| ***Job Circumstances*** | * Ability to travel as required
* Driving licence & access to a car
* Work flexible hours including evenings and weekends
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*This job information is not intended to be either restrictive or definitive. It is important to note that the responsibilities of the post may change to meet the evolving needs of the organisation*.

***NB: The organisation reserves the right to enhance the above criteria to facilitate short-listing.***