



## Job Description

### Fundraising Co-ordinator (Corporates and Major Donors)

**Location:** 446 Fulham Road, London SW6 1DT

**Responsible to:** Director of Fundraising and Communications

#### **Job purpose**

To work closely with the Director of Fundraising and Communications to increase the levels of Corporate support for Stoll

To maintain relationships with current company supporters and be responsible for Corporate Supporters Programme (CSP)

To support the Director of Fundraising on Major Donor fundraising activities and events

#### **Key Responsibilities**

- Working closely with the Director of Fundraising and Communications relationships with current Corporate Partners
- Research and develop new Corporate Partnerships that align strongly with the Stoll brand
- To develop and write fundraising proposals to Corporate Partners
- To develop professional solicitation proposals and support team presentations
- To manage relationships with Corporates before, during, and after receipt of funds and maintain a high level of supporter care
- Look at Corporate sponsorship opportunities to support events, projects and publications
- Responsibility for developing and expanding the Corporate Supporters Programme (CSP)
- Design and implement a range of activities for fundraising and awareness raising
- Support the Director of Fundraising and Communications on Major Donor

fundraising activities

- Update the donor database and to use the database's analysis and reporting functions as needed
- Research potential major donor prospects
- Work towards an agreed annual income target and support the management of the major donor expenditure budget
- Ensure consistent messaging throughout the organisation and to partners
- Assist with the development of a corporate fundraising strategy and event calendar

### **Working in a team and with others**

- Contribute positively to working in a team and across Stoll to deliver quality fundraising practices.
- Maximise own personal development by positively contributing to induction, supervision, training, appraisal and team meetings.
- Act in a professional manner whilst on duty and when representing Stoll.
- Contribute to the smooth running of major fundraising events by working with Fundraising and Communications department colleagues

### **Financial Control**

- Work within established budgets and maintain accurate financial records.
- Adhere to Stoll's financial policies and procedures.

### **IT, record keeping, data management**

- Ensure all files and documents are accurate, kept up to date and regularly reviewed and staff file checks are carried out on a regular basis.
- Maintain confidentiality of records and information relating to donors, beneficiaries and staff in accordance with Stoll's Privacy and Data Protection Policies.

### **Quality and regulatory compliance**

- Understand and work within the frameworks of the Institute of Fundraising and any other regulatory bodies.

## Person Specification

### Fundraising Co-ordinator (Corporate and Major Donors)

#### **Experience**

- Have at least 2 years' experience in Corporate Fundraising environment
- Account management and business development experience
- Experience of developing Corporate Partnerships to raise funds for a charity
- Experience of developing good fundraising communication materials to support corporate audiences
- Experience of planning and implementing events for the corporate sector
- Experience/knowledge of the issues facing the ex-Service community, especially those Veterans with support needs
- Experience of using a customer relationship management system

#### **Skills and Knowledge**

- An entrepreneurial approach to fundraising
- Degree or relevant qualification or equivalent professional experience in fundraising
- An understanding of how to develop and manage high net worth individuals
- Ability to work as part of a team
- Be an effective communicator and able to adapt messaging to range of different audiences
- Evidence of continual professional development

#### **Core Competencies**

##### **Customer focus**

- A passion to support vulnerable Veterans
- Understands the challenges faced by ex-Service men and women
- Provides excellent service delivery to both internal and external customers, responding promptly and effectively at all times

##### **Communication**

- Communicates information clearly and concisely, both orally and in writing, with a wide range of audiences both formal and informal
- Informs colleagues of successes, challenges and developments

## **Team working**

- Works well with Colleagues, Trustees, Residents and external stakeholders
- Applies the spirit of “mucking in”, helping colleagues when needed

## **Support of Equality and Diversity**

- Treats all people with respect
- Upholds Stoll’s equality and diversity standards and promotes individuality, equality and community at all times

## **Delivers a High Quality of Work**

- Produces accurate, thorough, and professional work
- Plans and manages own work load, working flexibly to meet changing work priorities and demands
- Maintains excellent timekeeping standards, managing appointments and meetings effectively and planning well in advance
- Delivers tasks set through planning and supervision
- Takes responsibility for own work, including errors
- Utilises Stoll IT systems to manage emails, calendars and data effectively

## **Commitment to Health & Safety**

- Understands how to work safely
- Understands how to respond to a safeguarding incident and reacts accordingly
- Manages their own health and wellbeing, recognising when to ask for extra support

I have read this job description and person specification; I have discussed it with my line manager and understand the requirements of the role.

Name:

Signature:

Date: