

Trusts and Corporate Partnerships Fundraiser

REPORTS TO: CEO

HOURS OF WORK: 9.30-17.00 (35 hours per week)

SALARY: £26,000 (plus matched pension, childcare vouchers & travel loan scheme)

LOCATION: 6 Market Road, London, N7 9PW

About HemiHelp:

HemiHelp is a growing national charity providing essential information and support to families affected by hemiplegia. The charity was started by a group of parents in 1991 who felt they were not receiving the support they needed from the government or existing charities. HemiHelp is the only charity of its kind in the UK.

HemiHelp receives no government funding and so remains completely self-supported; we are looking to expand our fundraising capacity to enable us to provide new services and reach out to more families.

Job purpose

This is an exciting time to join the HemiHelp team. 2016 marks the Charity's 25th anniversary and as we reflect on our growth to date, this has been largely driven by an engaged base of community fundraisers. Looking forward, our task is to grow sustainable unrestricted and restricted income and to diversify our funding portfolio to ensure stability and security for the future.

To achieve this we have created a new position of Trusts and Corporate Partnerships Fundraiser. The post holder will grow and develop new and existing relationships within the following key areas; trusts and foundations, corporate partnerships and individual giving.

As one of only two full-time fundraisers the primary purpose is to ensure that HemiHelp maximises all fundraising opportunities.

You will need to be able to demonstrate significant experience of generating income from grant making trusts and foundations. Knowledge of corporate fundraising, individual giving and appeals would be useful but this area of work can be built upon. Excellent communication skills (both written and verbal) are paramount.

HemiHelp is at a very exciting point in its development and you will join a committed, lively team working together for positive change. We are looking for someone who has a desire to develop and grow as part of this ambitious organisation.

Key responsibilities

Trusts and Grants

- Achieve or exceed agreed income targets through tailored fundraising proposals to trusts in order to match donor interests with HemiHelp's work.
- Prepare clear, accurate and engaging written applications, project plans and proposals.
- Be responsible for monitoring and evaluation throughout the organisation. Supporting service delivery staff to collect and collate data and then to lead the evaluation process so that our impact can be presented to funders.
- Lead the stewardship of trust donors; maximising opportunities for project visits and for personal involvement; ensure written reports, proposals and thank you letters are compelling and accurate.

Corporate Fundraising

- Develop a strategy for Corporate Giving and Charity Of The Year applications.
- Manage relationships with Corporate partners before, during, and after receipt of funds and maintain a high level of supporter care.
- Work closely with the Community and Events Fundraiser to maximise engagement with corporate contacts and participation in the events programme.
- Actively seek sponsorship and advertising opportunities within HemiHelp's events and publications.

Individual Giving

- Work with the CEO to develop a strategy for increasing income across all individual giving streams and then implement it.
- Increase levels of supporter engagement and stewardship. Work with other members of the team to develop and execute a stewardship programme. Contribute to quarterly newsletters and online activity.
- Lead the planning and delivery of our supporter appeals ensuring they generate an agreed return on investment (in 2016: 25th anniversary appeal)

Administration

- Maintain accurate records of contact with donors and donations on our office database (Donor Strategy).
- Support the Office Administrator to manage day-to-day aspects of the regular giving programme/membership scheme.
- Provide quarterly reports to the Trustees to ensure they have up-to-date information about progress towards fundraising targets.

Other

- Liaise with members of the HemiHelp team to research and identify the right impact stories, case studies and images – to include in our fundraising appeals.
- Keep up to date with best practice in fundraising and comply with relevant legislation and regulation and to work within the organisation's policies and procedures.
- Act as the link between funders and the members of staff responsible for providing services, ensuring that proposals reflect the work that we want to do and services meet HemiHelp's obligations to funders.
- Contribute to the team's overall and ongoing planning and development.
- Represent HemiHelp at member and supporter events.

This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimensions for the role. Therefore, this role description does not describe any individual role holder. In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.

Person Specification

Criteria	Description	Essential (E) / Desirable (D)	Assessed on Application form (A)/or at Interview (I)
Qualifications	Educated to degree level or possess a relevant qualification or appropriate experience in a directly related post	E	A
	Professional fundraising qualification	D	A
Experience	Minimum of two years' experience in a fundraising environment	E	A/I
	Experience of securing funds by producing convincing written applications and nurturing relationships with key individuals.	E	A/I
	Experience of implementing monitoring and evaluating systems and producing written reports of a high standard.	E	A/I
	Experience of using a CRM database effectively	E	A/I
Knowledge	A sound knowledge of fundraising including trusts and foundations, corporate partnerships and individual giving.	E	A/I
	Knowledge of hemiplegia and the issues faced by people affected by hemiplegia.	D	A/I
	Understanding and knowledge of the voluntary sector	E	A/I
	Knowledge of social media platforms and innovative ways to utilise them to raise awareness and increase income.	D	A/I
Skills	Proven ability of excellent writing and presentation skills, including preparation of fundraising materials, digital content, donor reports etc.	E	A
	Excellent organisational skills; planning, prioritising and the proven ability to manage several projects simultaneously, bringing each to completion on time.	E	A/I
	Excellent interpersonal skills and the ability quickly to build a rapport and working relationship with stakeholders at all levels.	E	I
	Strong self-motivation and the ability to work on personal initiative as well as working effectively as part of a small team.	E	A/I
	Excellent research and numeracy skills.	E	A/I
	Ability to analyse financial information and present it in an accessible format.	E	I
	Organisational requirements	Commitment to HemiHelp's vision, mission and values.	E
	Knowledge and understanding of the social model of disability and a firm commitment to the inclusion of disabled	E	I

people within society.		
An ability to understand and work within organisational policies and procedures in your work.	E	I
Ability to think laterally and creatively to make a positive contribution to the strategic direction of the fundraising team.	D	I
Availability for occasional evening and weekend work.	E	A

An enhanced DBS check will be made for this post