

Job Title: Corporate Partnerships & Events Officer

Team: Fundraising

Salary: Grade 2 Point 14 – 19 (£25,686 - £29,525) dependent on experience. Including Inner London Weighting

Hours: 37 hours per week (we will also consider applications from candidates seeking part time hours of 28 hours per week or more*).

Location: Flexible. Currently home-based but will be gradually returning to the office in the Autumn from which we'll take a blended approach. We will also consider permanently home-based workers*.

Responsible to: Corporate Partners & Events Manager

** Please note, salary will be pro-rata for candidates seeking part time hours. Candidates who are permanently home-based will not receive London Weighting.*

Role Summary

The Corporate Partnerships & Events Team are responsible for maintaining and growing exciting partnerships with Family Action's corporate supporters, as well as developing new relationships with donors and delivering high-quality, and engaging fundraising events to various audiences to further grow income from the organisation.

We are seeking a Corporate Partnerships & Events Officer to join our high-achieving and dynamic fundraising team who will be responsible for delivering a number of income generating events and managing key corporate partnerships with the support of the Corporate Partnerships & Events Manager.

This is an exciting and pivotal role within the team as we build on a successful period of growth in corporate and events fundraising. Over the next 6-12 months, we aim to drive forward a range of initiatives to grow income for the charity, including our annual Christmas Toy Appeal and developing a corporate volunteering programme.

The role will be closely supported by the Corporate Partnerships & Events Manager, and training and coaching can be provided to enable you to take on the responsibilities of the role. Therefore, while relationship management and fundraising experience is advantageous, for the right candidate we would consider someone with less experience.

Job Description

Key tasks and responsibilities will include:

Partnership Management and Development

- Providing excellent relationship management to corporate partners, developing strong relationships, and liaising with stakeholders at all levels.

- Monitoring and reporting regularly on the specific projects funded by corporate partners, working closely with service leads and other relevant internal teams.
- Producing and organising delivery of regular corporate updates, emails, and newsletters.
- Working with the Marketing & Communications team to develop and implement effective PR & communications strategies for corporate partnerships.
- Identifying and delivering opportunities to engage corporate partners such as volunteering, engagement, and fundraising initiatives.
- Researching further potential corporate partners to build our prospective funder pipeline.
- Developing and maintaining a suite of high-quality materials to be used in proposals, applications, and presentations to help engage and develop corporate prospects.

Events Management and Delivery

- Leading on the project management of the charities' fundraising events and ensuring all elements are successfully delivered with the maximum income raised. Including but not limited to sourcing prizes, material production, budget management, working with external suppliers, coordination of event invites, monitoring rsvp's, guest correspondence and attendance.
- Working with the Fundraising Assistant to ensure the smooth delivery of the annual Christmas Toy Appeal.
- Leading on engaging our corporate partners in fundraising events, as well as working with the wider fundraising team to secure support from major donors, trusts and foundations.
- Developing standout event invitations and promotional materials to grow our audience and attendance at events, working with the Marketing & Communications team and other relevant internal teams as necessary.
- Building and developing our relationships with key partners who help and support the delivery of events, i.e. London Marathon.
- Work with the Corporate Partnerships Manager to design a varied programme of high-quality new engaging events and activities to cultivate new major supporters and steward existing major individuals, trusts and corporates.
- Managing the risk and mitigation controls of events, and comply with fundraising regulations, to ensure we meet our legal charity responsibility.

Finance and Administration

- Processing income and maintaining accurate records of all donations received by Family Action and donor details using our Salesforce based CRM database.
- Monitoring our Fundraising team inbox and assist enquiries effectively.

- Providing support to the wider fundraising team as necessary.

General

- Flexibility to support the Fundraising team and organisation more widely when required.
- Ensure you have an understanding (appropriate to your role) of, and comply with Family Action's procedures for, promoting and safeguarding the welfare of children and vulnerable adults.
- Comply with Family Action's Diversity & Equality Policy and Ethical Policy in every aspect of work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.
- Comply with Family Action's Health and Safety Policy, Data Protection Policy and protect your own and others' health, safety and welfare.
- Work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.

Person Specification

1. Passionate about fundraising, ideally with a minimum of 1 year experience in a fundraising / sales environment. An understanding and experience of managing corporate partnerships and / or fundraising events is desirable.
2. Strong project management skills, with the ability to be organised and manage multiple time pressures and deadlines, working at pace whilst retaining a good attention to detail.
3. Solid understanding of delivering excellent customer service and relationship management (internally and externally).
4. Excellent verbal communication skills, confident speaking formally and informally to a range of audiences.
5. Strong written communication skills with an ability to tailor tone and style to different audiences.
6. Excellent IT skills, confident using all MS Office Applications, Outlook email and diary management facilities.
7. Experience in maintaining a database, ideally a fundraising CRM database such as Salesforce.
8. A commitment to social justice and a passion for helping families to thrive.
9. A commitment to Family Action's Equality & Diversity Policy and Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, partners, service users and other members of the community.



10. A willingness to work outside of regular business hours as needed and to be flexible to meet the needs of the organisation.