

<b>Job title</b>	<b>Corporate Fundraiser</b>
<b>Accountable to</b>	Head of Fundraising
<b>Hours</b>	Part-time: 22.5 hours
<b>Salary</b>	NJC Salary Scale 5, £20, 253 - £22, 212
<b>Contract term</b>	One year, may be extended subject to successful fundraising

**Purpose of the job:**

As part of the Fundraising team, the Corporate Fundraiser will build relationships with corporate partners to maximise fundraising and awareness-raising for Equation's work.

**The principal tasks and responsibilities:**

<b>1.</b>	<b>Planning and Infrastructure</b>
	<ul style="list-style-type: none"> <li>Keep abreast of opportunities to grow corporate income streams, and work with the Head of Fundraising to research, present and build relationships.</li> <li>Plan and implement any fundraising systems required to deliver all fundraising activities, including spreadsheets, databases, CRMs, and fundraising platforms.</li> </ul>
<b>2.</b>	<b>Corporate</b>
	<ul style="list-style-type: none"> <li>Identify, develop and maintain a database of corporate prospects</li> <li>Develop relationships with corporate partners in order to secure Charity of the Year and long-term partnerships</li> <li>Work with corporates to offer support and advice for their fundraising participation</li> <li>Attend regular networking events to research opportunities</li> <li>Target corporates that wish to align themselves with Equation's visions and values</li> <li>Feedback to partners appropriately to communicate how their support is benefiting Equation's aims</li> <li>Identify sponsorship opportunities to enhance Equation's events and corporate aims</li> <li>Organise and run appropriate corporate cultivation events in line with Equation's ROI</li> <li>Work with finance to ensure accurate, timely and appropriate information is produced and kept up to date.</li> <li>Encourage corporates to take part in our '16 days of activism' campaign</li> <li>Work with the training team to identify organisations interested in procuring Equations bespoke training</li> <li>Develop an income stream from selling training courses to public and private professionals</li> </ul>

3.	<b>Team work</b>
	<ul style="list-style-type: none"> <li>• Work within Equation’s fundraising team to ensure that objectives are met</li> <li>• Assist in other areas of fundraising where necessary</li> <li>• Work with Equation’s workstream to understand funding requirements</li> <li>• Communicate with staff, freelancers and volunteers effectively</li> <li>• Work with the Fundraising team to ensure that there are opportunities for supporters to engage with Equation in awareness-raising around domestic abuse, as a platform for further fundraising.</li> </ul>
4.	<b>Volunteers</b>
	<ul style="list-style-type: none"> <li>• Act as a first point of contact for fundraising volunteers.</li> <li>• Recruit, manage and support volunteers to fulfil all required functions, including administration, data entry, event planning and management, publicity and marketing, research, and direct fundraising.</li> </ul>
5.	<b>Targets, monitoring and evaluation</b>
	<ul style="list-style-type: none"> <li>• Maintain accurate data on income and expenditure, supporters, fundraisers, volunteers, companies, trusts and any other metrics relevant to fundraising.</li> <li>• Write quarterly reports summarising successes, learnings and progress.</li> </ul>
6.	<b>General</b>
	<ul style="list-style-type: none"> <li>• Stay up to date with all relevant fundraising regulations and sector best practice.</li> <li>• Any other duties as required by Equation.</li> </ul>
7.	<b>The post holder must be committed to:</b>
	<ul style="list-style-type: none"> <li>• Increasing personal awareness in relation to diversity and equalities and incorporating this awareness into service provision.</li> <li>• Challenging stereotypes, prejudice and discrimination experienced by groups and individuals on issues such as gender, race, ethnicity, nationality, sexual orientation, disability, class status, age and religious or non-religious beliefs.</li> <li>• Increasing and promoting equality and fairness for women and girls</li> <li>• Developing an understanding of how domestic and sexual violence and abuse is interwoven within and across all social, cultural and religious communities.</li> </ul>