

Job Description

Post:	Corporate Fundraiser
Responsible to:	Corporate Fundraising & Partnership Manager
Division:	Marketing, Communications and Fundraising
Location:	Edinburgh/Hybrid
Salary:	£24,662 - £29,493 per annum

Children First - Vision and Values

Children First is Scotland's national children's charity. We stand up for every child because all children should have a safe childhood. We protect children from harm and support them to recover from trauma and abuse through our national and local services. We help children, their families and the people that care for them by offering emotional, practical, and financial support. We give children hope and a safer, brighter future.

Our core values guide how each one of us works in our individual day to day job:

- With love, we put children first.
- With purpose, we transform children's lives together.
- With strength, we do whatever it takes to protect Scotland's children.

Equity, Diversity and Inclusion

At Children First, we are committed to building a representative, inclusive and authentic workplace open to applications from all sections of society. We believe in the potential of everyone regardless of; sex, race, religion or belief, ethnic origin, ability, family structure, socio-economic background, age, nationality, marital status or civil partnership, sexual orientation, gender identity, or any other aspect that makes you who you are.

We envision a diverse and inclusive Children First where we cultivate a true sense of belonging and connection for and between our teams, children, young people, families, and communities we work with.

Further to that, as part of our vision to be an Anti-Racist organisation, we are committed to conscious inclusion to build increasingly diverse teams and emotionally safe work environments.

Role Summary

To implement Children First's corporate fundraising and partnerships strategy whilst keeping expenditure within agreed limits. Developing strategic and transformational partnerships is critical to growing unrestricted and restricted sustainable income. You will play a key role in securing new partnerships, including charity of the year, and developing stewardship journeys ensuring partners feel valued and understand the impact they are making.

Duties and Responsibilities:

Income generation

- Implement the corporate fundraising and partnerships strategy and ongoing operational delivery of corporate partnerships
- Cultivation events prospect research, meetings, pitches and applications
- Develop robust and effective relationships with children and family service colleagues to identify funding opportunities and ensure all internal stakeholders are engaged, consulted, and updated appropriately.
- Maintain accurate and up to date records of relationships and activity on Raiser's Edge
- Work closely with the corporate fundraising and partnerships manager to support the individual giving manager to plan and implement cultivation events to enhance the major donor giving programme and identify potential major donors within your work
- Identify and pursue 'gift in kind' opportunities
- Write creative copy for fundraising communications and campaigns
- Work with the marketing team and graphic designer to ensure appeals are on brand
- Work closely with the database and insight manager to evaluate and gain insight from corporate fundraising activity and make recommendations
- Work closely with the supporter care officers' to warmly thank corporate partners for their support and ensure an exceptional level of customer care.
- Ensure the website is up to date with corporate fundraising activity
- Keep abreast of trends and developments in the fundraising sector
- Contribute to Children First cross-organisational working groups and ensure team delivery of charity goals and objectives
- Regular monitoring and evaluation of performance
- Actively manage team budgets - provide quarterly income forecasts and proactively take remedial action where necessary
- Ensure all activity is run in compliance with the Chartered Institute of Fundraising codes of practice

- Maintain accurate and up to date records and accept responsibility for the safe and secure handling and storage of confidential information, and in accordance with GDPR and Children First's own data protection policies

Other Responsibilities

- To be committed and adhere to Children First vision, mission and values.
- To comply with Children First child protection and adult protection policies and procedures and with national guidance.
- To comply with Children First code of conduct.
- To actively consider the involvement of children, young people and families with whom we work, in all areas of practice and to implement the Children First participation standards.
- To actively consider the involvement of volunteers in all areas of our work and to implement the Children First volunteer development policy.
- To observe all health and safety requirements.
- To work within and promote policies in relation to equal opportunities and anti-discriminatory practices.
- To undertake any other reasonably required duties as instructed by line manager or someone acting on their behalf, in addition to the role specific responsibilities detailed below.

Person Specification

Need to Have	Need to Show (<i>Skills</i>)	Need to Know	Need to Be
<ul style="list-style-type: none"> • Experience of working collaboratively with internal stakeholders and working on cross-departmental initiatives. • Experience of working with systems. • Experience of Data <p><i>Desirable experience of:</i></p> <p>Working with Raiser's Edge</p>	<ul style="list-style-type: none"> • A proactive approach and a collaborative attitude. • Excellent interpersonal skills. • Recognise the importance of attention to detail. • Ability to work to deadlines while managing a wide and varied workload. • Willing to form effective and credible relationships both internally and externally. • Excellent ICT skills (MS Office applications). • Ability to work and make decisions both independently and collaboratively 	<ul style="list-style-type: none"> • Knowledge and understanding of data management • Knowledge and understanding of working with systems. • Knowledge and understanding of how to generate income in a charity. • Knowledge and understanding of the Chartered Institute of Fundraising codes of practice 	<ul style="list-style-type: none"> • Flexible in approach to work • Committed to and understand the principles of working with volunteers. • Able and willing to travel as required to services and offices across Scotland. • Committed to Children First approach and the relational nature of our work. • Confident and able to form effective and credible relationships with all levels of staff • Aware of personal responsibility in relation to health and safety.