



<b>Job Title</b>	<b>Corporate Partnerships Fundraising Manager (part time, 21 hours)</b>
<b>Job Purpose</b>	To develop plans and implement the programme for fundraising from existing and prospective corporate supporters
<b>Responsible to</b>	Head of Fundraising
<b>Responsible for</b>	Fundraising Assistant, volunteers and temporary staff on ad hoc basis
<b>Salary</b>	£39,783 pro rata + competitive holiday + pension (6% employer contribution)
<b>Location</b>	Remote working an option. Office (Bristol, UK) at least 1 day per fortnight, option to work remotely for remaining days.

## **Main Duties and responsibilities**

### **1 Planning and budgeting (20%)**

- Implement our corporate fundraising strategy, producing corporate fundraising plans and budgets to engage supporters and develop relationships.
- Manage budgets for fundraising activities.
- Report against monthly, quarterly and annual targets, providing analysis and identifying variances and strategies to address where needed.
- Contribute to organisational and fundraising wide planning.
- Set up systems and processes to support effective and efficient fundraising.
- Undertake research and analysis to support effective fundraising.
- Recruit and manage suppliers to deliver good quality and value for money.



- Contribute to other areas of Tree Aid fundraising as appropriate.
- Represent Tree Aid to supporters and other audiences.
- Keep up to date with fundraising best practise, policy and relevant legislation and ensure these are reflected in Tree Aid's approaches.

## **2 Donor recruitment and retention (70%)**

- Maintain and develop the existing portfolio of corporate supporters by providing excellent account management and delivering regular, effective communications.
- Seek added value where possible from existing relationships, looking for opportunities to diversify partnerships and boost engagement from staff and customers of partnered organisation.
- Develop and implement effective donor recruitment activities to build Tree Aid's portfolio of corporate partnerships.
- Deliver effective communications to prospective corporate supporters by phone, face to face and email.
- Work closely with the Programmes team to keep fully informed about Tree Aid's work in Africa and Finance Team to ensure effective collaboration in respect of fundraising income, expenditure and budgets.

## **3 People Management (10%)**

- Manage and develop the Fundraising Assistant to ensure effective delivery of the corporate fundraising programme.
- Conduct regular one-to-ones and appraisals every 6 months.

## **4 Key Success Factors**

- Targets and key performance indicators met
- Potential for corporate income maximised

## **Person Specification**



- 2 years' experience in a senior corporate fundraising role, or similar
- Experience of managing relationships and meeting/and exceeding ambitious targets
- Excellent, confident and persuasive communication skills and ability to develop relationships to achieve results
- Excellent organisational skills, demonstrating the ability to manage priorities and deadlines and the workload of the team
- A positive, collaborate approach and the ability to work well with people at all levels (internal and external)
- Proactive and able to use own initiative to
- Proficient in all Microsoft Office programmes including Word, Excel and Teams, plus experience of using databases, preferably Raisers Edge.
- Alignment with Tree Aid's vision, mission and values
- A passion for, and commitment to, international development and to issues affecting rural communities in dryland Africa