Job Description – Corporate & Communities Fundraiser

Job title:	Corporate & Communities Fundraiser
Reports to:	Head of Fundraising, Communications & Communities
Direct Reports:	No line reports, potential for volunteer management
Hours:	Full Time, Permanent (flexible and part-time hours will be considered for the right candidate)
Salary:	£30,000 to £36,000 depending on experience (pro-rata for PT)
Contract:	Permanent
Leave:	26 days per annum plus bank holidays (pro-rata for PT)
Pension:	5% employer contribution

About Jimmy's Cambridge

Jimmy's Cambridge is one of Cambridge's leading providers of support and accommodation to people who are and have been rough sleeping. We help people get off the streets and into their own home, backed up with all the support we can offer from our talented and committed team of staff, volunteers and partners.
Our success in delivering our services is underpinned by the support we receive from individuals, organisations, our volunteers and our partners, all of whom are fundamental to our work. In addition to maintaining a sustainable set of existing services, we also have ambitious plans to increase our services and impact, ensuring we can support as many people as possible who are and have been rough sleeping.
Jimmy's is entering an exciting period in its development with a new strategic plan for the next three years, alongside bold plans to increase and diversify the level of support the charity can provide to people who are and have been rough sleeping in and around Cambridge.

Purpose of the Role

The Corporate & Communities Fundraiser will be responsible for the implementation and maintenance of a rolling programme of prospect identification, research and nurturing of relationships across Corporate and Community income streams. The post holder will be responsible for securing financial support and building strategic partnerships with local businesses and community groups. They will maximise support and income through excellent stewardship and a great supporter experience, from small local businesses to global organisations. This will include seeking out opportunities, drafting and submitting applications for Charity of the year opportunities, developing fundraising relationships through local clubs and volunteer groups. The post holder will also be required to support with and attend fundraising events with the purpose of networking and relationship building. They will develop and maintain both internal and external contacts and will need to develop/have a thorough understanding of Jimmy's work, business plans and strategic priorities.
This is an ideal opportunity for someone with corporate or community fundraising experience or with a background in account management, who enjoys networking and developing relationships, strategic thinking and who would relish the opportunity to make their mark.

About you

The ideal candidate will be a self-starter who is motivated by identifying prospects and is dynamic in developing new relationships. The main focus of this role will be networking, researching, prospecting and stewardship. This will be accompanied by the relevant administration to manage relationships, income and expenditure and to contribute towards organisational procedure.

Key Responsibilities

• Support the development and implementation of the fundraising strategy.
• Maintain a portfolio of potential corporate supporters through regular research and maintain records for reporting and re-application and a rolling calendar of charity of the year application deadlines.
• Be responsible for maintaining the corporate pipeline, ensuring information is accurate and up to date and risks to the pipeline are flagged.
• Manage key partnerships and provide excellent stewardship, using innovative ways to keep all parties engaged and informed of progress at Jimmy's.
• Support corporate partners in their fundraising endeavours as well as signposting to existing opportunities within the wider fundraising team (e.g. running events).
• Support local groups and clubs in their support of Jimmy's
• To help with identifying any ethical or other risks that might be associated with potential corporate partners.
• Compile and present fundraising proposals and applications for prospective and existing partners.
• Where appropriate, represent Jimmy's at public speaking and networking events
• Support with the development and execution of corporate cultivation events – including, but not limited to, breakfasts, conferences, gala dinners.

Person Specification

EXPERIENCE

Essential:
• Experience of fundraising from corporates/communities
• Proven track record of effective prospect research building a varied fundraising portfolio.
• Experience of researching and developing targeted proposals for presentation to prospective supporters.
• Experience of developing and maintaining long term relationships with corporate or community supporters.
• Experience of attending meetings with corporates and pitching, or supporting with a Fundraising initiative pitch, with proven track record of success, or other presentation Experience.

SKILLS & ABILITIES
Essential:
• Excellent written skills including writing persuasive copy for funding proposals.
• Ability to monitor and evaluate patterns of support ensuring that full records are maintained on the database.
• Good interpersonal skills with the ability to liaise with people at all levels, on the telephone, face to face and in writing, together with the ability to make presentations on fundraising ideas and the work of Jimmy's to diverse audiences.
• Demonstrable initiative and determination.
• Proven ability to work alone as well as part of a team.
• Proven ability to prioritise work.
• Agile approach to work
• Good attention to detail and accurate record keeping.
• Good networking and relationship building ability

KNOWLEDGE
Desirable
• Experience of using a Fundraising database, such as Salesforce
• Experience or at least an understanding of Legacy giving
• Experience or at least an understanding of trusts and grants fundraising
• An understanding of the homelessness sector, in particular in Cambridge.
The above list of job duties is not exclusive or exhaustive and may be subject to change. The post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post

WORKING HOURS
This role is hybrid with an expectation of a minimum of 2 days in the office a week, and attendance of in-person activities (e.g. meetings with existing and prospective donors, networking functions) as required.

The post-holder will be expected to manage their own time and hours, and we are open to considering individuals seeking either full or part time working.

While much of the work will be weekdays daytime, there will be a need to get involved in activities which happen on evenings and weekends. Therefore the post-holder will have a flexible approach to working hours.

Jimmy's Core Values
Our values are at the heart of everything we do:
• Treating people with respect
• Accepting people as they are
• Believing in opportunities for everyone
• Behaving with integrity