



Job Description

Job Title:	Corporate Fundraiser, 1 year fixed term contract (20-25 hours per week, hybrid up to 40% of hours can be worked at home)
Responsible To:	Fundraising Manager
Responsible For:	Not Applicable

Purpose of Job

To pro-actively seek and recruit corporate supporters and develop successful long-term relationships with businesses across the UK to maximise income opportunities.

Deliver and promote a range of exciting corporate fundraising activities, providing excellent standards of stewardship to meet agreed targets to grow the corporate fundraising income stream.

To contribute to the implementation and success of the corporate fundraising strategy.

Work collaboratively as part of the fundraising team and assist with events and other fundraising activities as appropriate.

Main Responsibilities

Maximise the number of, and income generated from corporate fundraising activities. This includes developing new relationships and building on existing relationships with corporates across the UK.

Recruit and support teams for a number of exciting corporate events and challenges.

Manage the stewardship of charity of the year partnerships and other fundraising activities that businesses undertake to maximise income and the potential for further fundraising support.

Ensure effective management of corporate contacts. Build a pipeline of supporters, maintain regular contact with corporates and provide fundraising ideas that excite, engage and motivate businesses to fundraise.

Regularly attend networking meetings and other events to develop new contacts. Presenting the work of MS-UK to businesses.

Recruit and motivate volunteers for corporate events and other fundraising activities.

Assist with stewardship of fundraisers for events that have high participant numbers e.g., TCS London Marathon.

Assist the Events Fundraiser in recruiting participants for all MS-UK events.

Maintain, promote and engage participants through online resources such as JustGiving, Facebook and Instagram.

Perform a range of administration tasks including maintaining our database to record donor contact and preference information and donations received.

Plan and manage time and costs effectively.

Work with the Communications team to raise awareness of MS-UK and corporate fundraising opportunities and ensure all communications are on brand and represent our key messages.

Provide copy for the corporate fundraising e-newsletter, blogs and fundraising pages of the website.

Follow and implement any relevant Health and Safety regulations including pre-event risk assessments, feasibility, site visits, logistics and evaluation of corporate events.

Keep abreast of Charity Law and fundraising developments across the sector by networking with other organisations, undertaking training and abiding by the Charities Act and The Fundraising Regulator Code of Fundraising Practise.

Other

It is a requirement of the position to remain flexible within your role and to operate across other roles as business needs require for example, to provide cover when other members of the team are unavailable.

A willingness to be involved in the wider work undertaken by MS-UK is required.

You will be expected to attend fundraising and other events as and when required. This may involve occasional weekend or evening work.

You must comply with our internal policies and procedures e.g. Health and Safety Policy.

This is not an exhaustive job description and these duties may change from time to time to reflect changes in the organisations circumstances. MS-UK therefore reserves the right to vary the job description in consultation with you.

Key Skills and Experience

Educated to at least GCSE standard or equivalent in English and Mathematics.

Excellent communication skills over the phone, by email and face to face with the ability to build rapport with people quickly.

Strong experience of planning and managing successful fundraising or sales activities.

Proven experience of managing and delivering fundraising or other income targets.

Excellent track record in planning and managing projects from conception to completion.

Comfortable with presenting to groups.

Driven, hungry to succeed and can work on own initiative.

Thrives from exceeding targets.

Proactive and motivated with the ability to motivate and inspire others.

Experience of recruiting and managing volunteers for corporate fundraising activities is desirable.

Computer literate with a good working knowledge of Microsoft Office, Excel and social media. Confident with using and updating databases.

Highly Organised.

Engaging and creative approach.

Flexible, enthusiastic and be a good team player.

Ability to drive with use of own car, involving some distances, unsocial hours and occasional overnight stays.

Commitment to MS-UK's vision, mission and values.