**Corporate Fundraising Officer** 

|  |  |
| --- | --- |
| **Job title** | Corporate Fundraising Officer  |
| **Reporting to (post)** | Corporate Partnerships Manager  |
| **Department** | Fundraising, Membership & Communications  |
| **Hours of work**  | 35 hours per week |
| **Located at** | Surrey Wildlife Trust Headquarters – Pirbright (Hybrid) |
| **Type of contract** | Full time (part time may be considered) |

**Purpose of role**

We are Surrey Wildlife Trust, part of the federation of 46 national Wildlife Trusts. We are experts in increasing biodiversity and bioabundance. Our mission is to restore 30% of land in Surrey to nature by 2030. To do this we will work with individuals to take action for nature at home, work, and throughout their communities to help us achieve a nature recovery network throughout Surrey.

This role will support the fundraising team to build and develop relationships primarily with businesses which result in the generation of both income and strategic partnerships for Surrey Wildlife Trust. We are looking to recruit an organised and motivated person who will help to engage businesses in Surrey to support SWT and to take action for nature.

Reporting to the Corporate Partnerships Manager and working with other members of the Fundraising and Communications teams, this role will be responsible for account support for existing corporate members and partners, creation and delivery of corporate communications plans and organisation of corporate volunteering events.

SWT has a range of corporate partnerships. The corporate membership scheme provides specific benefits to organisations and this role is key to delivering these benefits. Each Gold and Silver corporate member receives a bespoke communications plan which needs to be planned, agreed and delivered. SWT also has a number of bespoke partnerships which require excellent stewardship and account management. We also offer corporate volunteering in the form of “Wild Work Days” which this role is responsible for organising. This involves liaising with corporate partners and colleagues within SWT to create bespoke events which are fun, rewarding and help our conservation efforts.

The Corporate Fundraising Officer will be a key, day to day point of contact for fundraising and corporate membership enquiries, delivering the highest standard of account management and stewardship. This role will also be expected to contribute to building relationships and working collaboratively with other teams within SWT to ensure a joined-up approach to income generation.

**Key Responsibilities**

* Research and profile local organisations who have the potential to become Corporate Partners or donors, to feed into project pipelines
* Assist the Corporate Partnerships Manager to provide day to day account support and nurture existing corporate partners
* Onboard new members, creating bespoke communications plans and overseeing them.
* Working with the Corporate Partnerships Manager, and communications team to deliver tailored communications plans to all corporate members
* Work with the Finance team to ensure invoices for Corporate Membership payments are sent on time and followed up
* Update the CRM database with information and progress on contacts and organisations
* Contribute to building a case for support for donors.
* Organise corporate volunteering opportunities through both regular volunteering events and bespoke “Wild Work Days” by liaising with businesses to identify their requirements and working with the Reserves team to deliver memorable events.
* Assist the Events Manager to organise events to support relationships with businesses
* Liaise with the Trusts & Foundations Manager & Corporate Partnerships Manager to support opportunities for corporate grant funding applications and to follow up with appropriate reporting and monitoring
* Ensure the Communications team is kept informed of fundraising and relationship activity for press releases/social media/website/Surrey Nature purposes
* From time to time, support the communications team with other fundraising projects such as copywriting and marketing support for other supporter groups (e.g. individuals, volunteers etc.)
* To undergo any reasonable task requests in relation to this role that support the fundraising team and the wider Trust

**Expectations**

* Attend and contribute to team and department meetings, supervision and appraisal process.
* Attend corporate workdays on nature reserves across Surrey
* Attend and contribute to SWT staff training and any other training identified as appropriate for the role.
* Ensure that all responsibilities and activities within this post are consistent with the terms and spirit of SWT’s mission, vision, values, objectives, policies, procedures and practices
* Travel to meetings in Surrey (and further afield if necessary), which may require the need to work unsociable hours e.g. attending evening or weekend meetings
* Contribute to making SWT a greener workplace, through our commitment to becoming a Net Zero, Nature Positive organisation

**Person Specification:**

## Essential criteria

* Experience working in relationship-based roles
* Proven track record of providing high level of customer care including building and maintaining business relationships
* Experience of creating and delivering marketing communication plans to varying audiences.
* High level of copywriting ability to tell stories and engage audiences in communications.
* Experience of writing and contributing to communications including press releases, social media posts and newsletters
* Event management experience and attention to detail to deliver outstanding corporate volunteering events.
* Experience of using a database
* Experience of working under pressure and meeting tight deadlines.

**Key Skills**

* Excellent interpersonal skills including relationship building and management
* Excellent oral and written communication skills to relay information about a variety of projects, and deliver fundraising presentations and pitches to a range of audiences in a clear, inspiring and confident way
* Excellent organisation skills with the ability to manage and take responsibility for own workload, handle multiple priorities and to work independently.
* Event management skills
* Flexible, adaptable and proactively responsive to change.
* Well-developed numeracy and analytical skills for entering, recording, interpreting, analysing and presenting financial and other data in clear and accurate format to identify opportunities and risks.
* Competent IT skills including use of Microsoft Office Outlook, Word, Excel and PowerPoint.

**Abilities**

**Desirable Criteria**

* Direct or indirect experience of environment and conservation.
* Experience of working in a complex organisation or on a large account with a variety of internal and external stakeholders.
* Understanding of charity legislation, corporate tax and VAT.