# Job Description

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| **Job title:** | Corporate and Community Fundraiser |
| **Responsible to:** | Development Manager |
| **Location** | Hybrid (Office-based with flexibility for home working) |
| **Term:** | Permanent |
| **Salary:**  **Hours:**  **Benefits:** | £27,155.86 per annum  37 hours per week  5% pension contribution |
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## The role

We are seeking a passionate, creative, and proactive Corporate and Community Fundraiser to help to grow vital income streams and support our mission to improve the lives of unpaid carers across Bath and North East Somerset.

This is an exciting opportunity to play a key role in our small, dedicated team building meaningful relationships with individuals, community groups, and local businesses to raise funds and awareness for our life changing work. You will have the freedom to innovate, try new approaches and create fundraising initiatives that inspire our community

You will develop and deliver community and corporate fundraising initiatives that inspire people to support our charity, ensuring we can continue to be there for the thousands of unpaid carers who rely on us every year.

## About you

You will be a confident and engaging communicator who enjoys building impactful relationships with a wide range of people, both in person and online. With a friendly and approachable manner, you can inspire and motivate supporters, whether they are individuals, community groups or corporate partners. You are creative, self-motivated and well organised, able to take initiative and manage multiple projects and deadlines. With a positive and proactive attitude, you thrive on developing and delivering fundraising ideas that make a real impact, and you can adapt your approach to suit different audiences and situations.

You will have a good understanding of the importance of excellent supporter care and take pride in providing a professional and memorable experience to everyone you engage with. You are comfortable representing the charity at events and meetings, sometimes outside of normal office hours, and are committed to upholding our values in everything you do. Above all, you are passionate about the work of The Carers’ Centre and motivated by the opportunity to help improve the lives of unpaid carers in our community.

## About us

The Carers’ Centre is a local independent charity with a big vision! We want to live in a community where unpaid carers are fully recognised, valued, and supported. By joining The Carers’ Centre, you are joining a team dedicated to helping families across Bath and North East Somerset when they need us most.

We provide trusted information, advice, and support to unpaid carers of all ages, enabling them to maintain or improve their health and wellbeing, stay in control of their caring role, and get connected with others in a similar situation to them. In addition, we work with the wider community to improve recognition and support for unpaid carers.

We are committed to safeguarding and promoting the welfare of children/young people and vulnerable adults and expect all staff and volunteers to share this commitment. All applicants are subject to a satisfactory Disclosure and Barring Service check and at least two independent references.

Why join us?

* Our small but passionate team thrives on collaboration, open communication, and celebrating impact together. We’re all in this to make the world a little better.
* We want our employees to have more control over their work/life balance, that’s why we offer flexible start and finish times, as well as the ability to enjoy our beautiful riverside office which comes with free parking, and to work from the comfort of your home.
* With work/life balance in mind and the many caring roles we know people can experience, we make sure our policies work for families.
* As a small but powerful local charity, we embrace digital innovation. You’ll have access to a large suite of digital tools to support you to make the biggest impact in your role.
* As well as all this, you will receive a 5% pension contribution, generous sickness pay, 25 days annual leave plus bank holidays and discounts through an employee discount scheme. In addition, you will also get an additional day of leave each year, for 5 years.

## Key responsibilities

**Fundraising & Income Generation**

* Develop and deliver engaging fundraising campaigns and activities for community groups, individuals, and businesses to support our shared mission
* Build strong, sustainable relationships with local supporters, volunteers, and corporate partners to grow income and awareness
* Lead on stewarding existing supporters and proactively seeking out new ones through networking and outreach
* Create and manage a calendar of fundraising events and opportunities that engage and inspire participation from all parts of our community
* Promote and support third-party fundraising events, providing advice, materials, and encouragement to maximise their success

**Community Engagement**

* Be a warm and visible ambassador for The Carers Centre, representing our values at local events, community spaces with empathy and enthusiasm.
* Support the development of volunteer fundraising networks and champions
* Work collaboratively with colleagues to ensure carers’ voices are at the heart of messaging and initiatives

**Corporate Partnerships**

Research, approach, build and sustain meaningful relationships with local businesses and corporate supporters , fostering shared value of community support, compassion, and social responsibility. to secure donations, sponsorships, employee fundraising, and volunteering opportunities

* Prepare compelling partnership proposals, impact reports, and presentations tailored to potential and existing partners

**Communications & Administration**

* Work closely with the Marketing & Communications team to promote fundraising campaigns through digital, print, and social media channels
* Maintain accurate supporter records and track income and engagement using our CRM system
* Ensure all fundraising activity is compliant with GDPR, fundraising regulations, and reflects The Carers’ Centre’s values

**General**

Ensure that you;

* Uphold and embed our values and behavioural competencies in your work
* Deliver against the agreed workplan.
* Adhere to the Carers’ Charter.
* Work within The Carers’ Centre’s policy framework.
* Ensure that you adopt good practice within the Carers Trust network.
* Take responsibility for ensuring communications are in line with GDPR and The Fundraising Regulator guidelines.
* Encourage carers to provide feedback on The Carers’ Centre services and to become actively involved in shaping future delivery.
* Work with the Carbon Champion, the Senior Leadership Team and small working group of colleagues to look for ways to reduce carbon footprint across the organisation, make cost savings on energy usage and achieve targets throughout the Carbon Footprint project
* Support the Carbon Champion by implementing environmentally friendly practices to help reduce our carbon footprint.

# Person specification

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| **Qualifications** | **Essential** | **Desirable** |
| Willingness to undertake mandatory training and development opportunities as required | Y |  |
| **Experience/knowledge** |  |  |
| Experience in fundraising, sales, customers service, or relationships management | Y |  |
| Knowledge of good practice in supporter stewardship and donor care | Y |  |
| Understanding of the importance of community and corporate engagement for a small charity | Y |  |
| Experience in community and corporate fundraising within the charity sector | Y |  |
| Experience in delivering successful fundraising events or campaigns | Y |  |
| Knowledge of fundraising regulations and the Code of Fundraising practice | Y |  |
| **Skills** |  |  |
| Excellent interpersonal and communication skills, both verbal and written | Y |  |
| Ability to build and maintain positive relationships with a wide range of people, charities, and businesses | Y |  |
| Strong organisational skills, with the ability to manage multiple projects and priorities | Y |  |
| Confident using a range of digital tools, IT systems, social media, and CRM databases | Y |  |
| Ability to build strong relationships and work collaboratively across the organisation | Y |  |
| **Attributes** |  |  |
| Self-motivated, proactive, and able to work independently | Y |  |
| Creative and enthusiastic, with a positive and can-do attitude | Y |  |
| Flexible and adaptable, with a willingness to learn and try new approaches | Y |  |
| Commitment to equality, diversity, and inclusion, and alignment with The Carers’ Centre’s values | Y |  |
| **Other requirements** |  |  |
| Flexibility to work evenings and weekends as required. | Y |  |
| Ability to travel throughout the Bath and North East Somerset area. | Y |  |
| Personal experience of providing unpaid care. |  | Y |