

**Job Description**

Job Title: Corporate Fundraising Manager

Reporting to: Head of Fundraising

Salary: £28,000 - £30,000 per annum pro rata, dependant on experience

Hours of Work: 22.5 – 37.5 hours (or 3-5 days) a week. Flexible Times.

Place of Work: Home Based

Contract: Permanent

The successful candidate will be expected to work as part of the Fundraising team to:

* Proactively work in the community to develop relationships and secure income with a particular focus on businesses, trusts and grants.
* Develop and deliver a stewardship strategy to build and maintain relationships with current corporate supporters and encourage future support.
* Effectively manage and promote SNAPS’ corporate product – SNAPS Business Heroes within the corporate sector.
* Attend and organise networking opportunities as appropriate to source new relationships
* Actively research and engage new charity partners.
* Keep accurate records of projects, amounts raised and donors in line with Data Protection.
* Develop innovative ways to engage with new potential supporters.
* Work with and support donors and fundraisers to ensure their experience of SNAPS is a positive one.
* Thank donors in appropriate and engaging ways to maintain and develop relationships.
* Manage their own budget and meet set financial targets.
* Support across other areas of SNAPS fundraising including trusts and grants
* Work sensitively with SNAPS families to engage, but not wear out, their good will.
* Raise awareness of the charity and to highlight its valuable work.
* Attend fundraising meetings when necessary.
* Attend SNAPS’ team meetings when necessary
* Attend SNAPS’ Saturday sessions when necessary.
* Attend Board meetings when necessary.
* Develop good working relationships with the SNAPS’ staff and volunteer team.
* Support additional activities as and when required.
* Adhere to SNAPS’ operational and employment policies and procedures.