

## Person Specification

Job Title:	Corporate Fundraising Manager
Reporting to:	Head of Fundraising
Salary:	£28,000 - £32,000 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

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We are looking for a passionate and creative individual with experience of developing and promoting corporate charity initiatives. This new role has been created as the charity grows to boost SNAPS' income generation in these areas, helping to support the organisation's ambitious service delivery plans. The successful candidate will have excellent communication skills, both written and verbal, be flexible to respond to opportunities that arise and real a go-getter. This role will require someone who thrives when out and about meeting people, can tell SNAPS' story in an engaging way and can follow up on leads with attention to detail. The person will be able to work effectively and collaboratively within SNAPS' small but enthusiastic staff team and enjoy working individually to meet financial targets. While predominantly focussing on generating new corporate partners and supporting existing relationships, we are looking for an individual who is happy to 'muck in' and can support with other fundraising areas as required. The post holder will be key in developing SNAPS' corporate fundraising plans whilst also working with the current team to meet the organisation's wider financial targets. This is a fantastic opportunity for the right person to make their mark on a local charity and help drive SNAPS to the next level.

### Essential Skills or Experience

- A proven track record of securing income from businesses, managing corporate partnerships and sponsorship agreements.
- Experience of negotiating bespoke partnerships and benefit packages and familiar with the legalities attached, such as commercial participation agreements or similar legal contracts.
- Demonstrable experience of managing successful supporter relationships.
- Commercial awareness with knowledge of various corporate sectors.
- A proven track record of working to and exceeding financial targets
- Experience of utilising a variety of fundraising methods
- Proactive and self-motivated
- Experience of working with CRM systems
- Excellent communication skills both written and verbal
- Ability to tell the SNAPS' story in an engaging manner
- Experience of taking a project from idea to completion
- Ability to represent SNAPS in a variety of situations in a professional manner
- Excellent organisation skills
- Excellent IT Skills
- Ability to work to tight deadlines
- Ability to work on a variety of tasks at any one time
- Ability to develop your own work plan and manage your time effectively



- A commitment to the work of SNAPS.

#### Desirable

- Experience of working within a growing organisation and supporting that growth
- Experience of utilising a variety of fundraising methods
- Experience of utilising social media to engage supporters
- Experience of marketing projects and events
- Previously held senior fundraising role(s)
- Familiar with the corporate sector and organisations operating in Leeds
- Experience of working with a Board of Trustees
- Experience of working with children with additional needs and their families

This role will involve travel across Leeds (with some across West Yorkshire) and therefore the successful candidate will need access to their own transport. The hours are flexible, but a small amount of weekend and evening work may be required.