



## Job Description

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
Reporting to:	Head of Fundraising
Direct reports:	None

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 from businesses.
- 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 as required.
- 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.

WE ARE A FOUNDING MEMBER OF



PROUD TO BE AN AMBASSADOR



**SPECIAL NEEDS AND PARENT SUPPORT YORKSHIRE CIO (SNAPS)**

PROUDLY SUPPORTING CHILDREN WITH ADDITIONAL NEEDS AND THEIR FAMILIES SINCE 2004