



Job Description and Person Specification

Job title	: Corporate Fundraiser
Reporting to	: Corporate Partnerships Manager
Salary	: £27,000 - £32,000 per annum dependent on experience.
Hours	: Permanent, 37 hours per week
Location	: Hybrid if within commutable distance to our Head Office in central Leeds or remote home based

To apply:

If you are interested in the opportunity, please send your CV and a covering letter to recruitment@heartresearch.org.uk outlining how you meet the person specification by 12pm on 18th February.

Interviews will take place on Teams week commencing 23rd February; however, we may offer interviews to suitable candidates throughout the process and reserve the right to close the job before the deadline if required.

About Heart Research UK

Every five minutes someone dies from heart diseases in the UK and it's likely they will impact your life one day, if they haven't already. We need to tackle this problem head on, and we need to start today. Our work focuses on developing lifesaving medical research to find new treatments and cures, delivering ground-breaking training and education, and helping communities to improve their heart health. We won't stop until there are no more deaths from heart diseases.

Our values

Trustworthy – we do what we say we will and explain why if we can't, when people choose to give us their money, we ensure we spend it wisely on projects that are most important to those affected by heart diseases. We are clear about what we expect from our people, and we support them in work and life.

Ambitious – we want to bring an end to all heart diseases and on our journey, we want to help as many people as possible to live healthier and longer lives. We want to raise more so we can do more. We know that as a smaller organisation some people will stay with us for the ride while others will move on – we support the development of our teams so they can achieve their goals. We encourage new ways of doing things and know that we won't always get it right, but we will learn from everything we do.

Passionate – we believe in what we are doing, no one should die from heart diseases. We are doing everything we can to help save lives. We embrace emotion! We want to support everyone – to have innovative ideas that bring change and promote growth. Our people can be confident that we have their back, and they can enjoy their time with us.

Our people:

We are currently a team of 40 people and growing. There are currently 10 people in the Fundraising Team. We operate on a hybrid working model, with some of our team members working remotely, with occasional trips to our HQ in central Leeds.

We look after our team and have developed a number of wellbeing initiatives to help support our staff. This includes regular wellbeing sessions which cover various themes such as sleeping well, nutrition and goal setting, as well as a range of other staff benefits.

This is an exciting time to join the charity as we have recently launched our new long-term strategy, building on our ambitions to make an even bigger difference to the lives of people developing or dying from heart diseases.

We are looking for someone to join our energetic, collaborative, and dedicated team. Someone who will contribute to our culture and have the drive and passion to help us achieve our ambitious goals.

Job Description:

Heart Research UK is looking for an experienced, ambitious and proactive **Corporate Fundraiser** to join their growing fundraising team. In this exciting new role, you will help manage our existing portfolio of partners, as well as a significant focus on bringing on new corporate partners through direct outreach, networking, applications and pitches. You will enjoy developing strong relationships and have excellent communication, problem-solving and organisational skills. You will have a track record of setting, monitoring and meeting financial targets. If you think you have the relevant skills and the passion to support our cause, then please apply.

Key responsibilities

- Grow our corporate portfolio by securing new partnerships with companies and maintaining a focus on researching, prospecting and approaching businesses to secure the fundraising target.
- Manage a portfolio of existing and new partnerships, providing first-class relationship management and maximising value, including financial, advocacy, pro bono and in-kind support.
- Monitor, evaluate and report on progress against partnership KPIs, targets, activities and budgets. Identify opportunities for partnership visibility and communications, and where possible employee engagement.
- Support with identifying large scale national partnership opportunities and tracking these via our CRM.
- Manage and develop existing corporate engagement products such as Payroll Giving and various digital giving platforms.
- Create and manage the content for our quarterly corporate e-communication.
- Respond to urgent situations, identifying and responding to fundraising opportunities.
- Work within Heart Research UK's due diligence guidelines.
- Make effective use of the CRM and deliver excellent standards of supporter experience, ensuring that systems are kept up to date
- Work closely with the wider Heart Research UK fundraising team, supporting colleagues, promoting national fundraising initiatives and proactively contributing ideas and knowledge
- Work closely with the marketing team on promotions, publicity, public relations and advertising in relation to fundraising activities
- Work in line with the Fundraising Code of Practice, and abiding at all times by the rules set out in the GDPR

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Knowledge, experience and skills</p> <p>(Preferably within the charity sector and on a national level, however transferable skills from a private sector background will be considered)</p>	<p>A track record of stewarding and maximising corporate partnership(s).</p> <p>Experience of successful partnership outreach work and examples of new partnerships that have been secured.</p> <p>Proven experience of working to financial budgets and operational objectives</p> <p>Passionate interest in charity sector, and the drive to further your fundraising knowledge.</p> <p>Experience of using a fundraising database (we use Beacon)</p> <p>Experience of working in a multi-stakeholder environment.</p>	<p>Experience of supporting and/or writing strategic charity partnership applications and delivering pitches.</p> <p>Experience of event management and co-ordination to engage corporates and their employees</p> <p>Understanding of the third sector, charity law and regulations</p> <p>Experience of developing and implementing supporter journeys</p> <p>Knowledge of the rules surrounding GDPR, and the Fundraising Code of Practice</p> <p>Experience of using a fundraising database (we use Beacon)</p>
Skills + attitude	<p>Ability to be proactive and identify new engagement and fundraising opportunities</p> <p>Ability to multi task and prioritise/meet deadlines within a collaborative team environment</p> <p>Ability to work at pace to demanding targets.</p> <p>Excellent attention to detail, strong ability to proof-read and pick up inconsistencies</p> <p>Strong presentation, communication and interpersonal skills</p> <p>Ability to network confidently with people at senior levels</p> <p>Strong Microsoft Word, Excel & PowerPoint skills</p> <p>Confident to work independently, as well as to be a team player</p>	

The successful candidate will have a flexible approach to working hours – including occasional evenings, weekends and overnight stays. There will be occasional travel (usually every 3 months) to the charity head office in central Leeds.