**Job Description**

**Job title:** Corporate & Commercial Fundraising Officer

**Directorate:** Fundraising

**Location:** Head Office

**Accountable to:** Senior Head of Corporate Partnerships and Events

**Accountable for:** N/A

**Pay grade:** Band 5 **–** 516-520

**Type:**  Permanent

**Values Framework**

All staff are expected to know and understand the values of the organisation and uphold these values whilst at work.

* Together
* Focused
* Bold
* Personal

We’re looking for an experienced individual to support the Corporate and Commercial Fundraising Team to ensure we maximize the potential income from the corporate sector.

This is a new role and a fantastic opportunity to join our successful team.

**General Overview of Role**

Our Corporate and Commercial partners play a huge role in enabling us to raise income and awareness and helps us to access new audiences.

Our Corporate team has seen significant growth in the past few years despite the pandemic and cost of living crisis, which is in part due to our excellent donor relations and proactive communications. This role will enable us to maximise opportunities and support our corporate partnerships and build relationships. You will provide administrative support and help develop and steward our portfolio of corporate supporters to ensure a smooth supporter journey and identify new opportunities for corporate support and strategic business partnerships.

The role also plays a pivotal part in making Combat Stress partnerships more engaging. You will take a lead in mapping supporter journeys as well as researching new corporate supporters and working on employee engagement. You will also support our commercial arm with approaches to prospective companies (the role would be split 60% Corporate fundraising and 40% Commercial fundraising).

**Main Duties and Key Responsibilities**

**General Duties:**

* + To take responsibility and be the initial point of contact for all potential or new corporate supporters and respond to incoming team enquires promptly and professionally providing the relevant information and opportunities available that will encourage on-going and future support.
  + Ensure all corporate supporters are contacted at least quarterly and visited in line with the departmental KPI’s informing them of any new developments or opportunities. This will involve your reporting to the Head of Corporates, producing key information which will be used to report to directors.
  + Update the team intranet and website pages.
  + Contribute to both the Corporate & Commercial FR teams agreed budget income targets and ensure department KPI’s are maintained.
  + The ability to manage your time, so that you efficiently manage corporate partner enquiries and communications, maintain accurate records and data, enhance and develop the corporate supporter’s relationship with Combat Stress.
  + Feed into the team with ideas, to undertake and participate in the creation or execution of projects, proposals, presentations and cultivation events to maintain our excellent engagement and development of corporate donors.
  + To record and maintain corporate donors and prospect records on Raisers Edge, inputting accurate data and regularly running queries and exports on corporate data.
  + You will be responsible in managing all corporate donor acknowledgement and recognition ensuring all donors and prospects are engaged and recognised in writing.
  + Manage and run all corporate appeal mailings, including timings, creative design, accurate data exports and mail merge in line with the Manager’s strategic vision.
  + Any other duties as may be necessary from time to time during and out of office hours.

**Portfolio Management**

* + Identify, steward, engage and grow your own portfolio of corporate and commercial partners and hit personal income targets from a mixture of new business and effective account management.
  + Effectively plan, develop and deliver partnerships to maximise income and wider benefits for Combat Stress.
  + Adapt and promote Combat Stress’ core campaigns to corporate partners
  + To attend corporate functions and Combat Stress events and provide support and engage positively with the corporate donor or supporter.
  + Report against corporate income and expenditure budgets in line with team targets when required.
  + To work collaboratively with other departmental team members to effectively ensure all Combat Stress supporters are managed efficiently and effectively.
  + To have a very clear understanding of the Data Protection Act, Charities Act 1992 and GDPR practices and the implications for prospect research and fundraising.
  + Support the Fundraising team with Data Protection compliance legislation and ensure ongoing processes are in place to support the team as a whole.

**Commercial Partnerships**

* + Having responsibility in identifying and generating new commercial business opportunities and be responsible for the account management of all existing commercial partnerships
  + Develop and implement a corporate partnership engagement plan to maximise income and added value over the course of partnerships, deliver donor-focused stewardship so partners want to stay with Combat Stress.
  + Ensure all new prospective commercial partners are reviewed to ensure they meet our ethical policies.
  + As part of legal compliance, you will be responsible in ensuring all commercial partners have a Commercial Participator Agreement as per the Charities Act 1992

**Risk Management**

As an employee of the Charity, the postholder is required to be risk aware and readily able to identify risks faced in the course of day-to-day duties. Where a new risk is identified it is to be reported through the postholder’s line manager.

**INFECTION PREVENTION AND CONTROL**

* Maintain an up-to-date awareness of the Infection control procedures relevant to your area of work and implement these in practice. As a minimum this must include hand hygiene and the use of personal protective equipment as appropriate.

April 2024

Signature of postholder

Print name

Date