



JOB PROFILE			
Role:	Fundraising Partnerships Executive	Date role last reviewed:	July 2021
Name:		Reports to:	Business Development Manager

1. MAIN SUMMARY OF ROLE:

To provide support to the Partnerships Team in delivering a variety of fundraising administrative tasks as well as communicating with internal and external stakeholders. The role will be split across the team, which includes Trusts, Corporates, High Net Worth Individuals and special events.

The role will support the team in building profitable, long-term fundraising relationships with prospects and donors by providing administrative and research and communications support and acting as the primary point of contact for specific corporate prospects and partners.

2. KEY RESPONSIBILITIES:

1. To provide administrative support to the Partnership Team functions, meeting set deadlines and prioritising as required assisting with the administration of internal Partnership processes and Fund wide policies that supports the delivery of financial aims across the teams.
2. To prepare and co-ordinate Partnerships related correspondence and collateral to support cultivation and stewardship plans as required, including, creating proposals, presentations, specific team mailings and activities; e.g. mail merges, updating spreadsheets with supporter information.
3. To update the fundraising database (CARE) with contact and supporter communication information; to run income & other non-financial KPI reports from CARE as required.
4. To liaise with supporters, prospects, suppliers and other stakeholders via the telephone, to include answering enquiries, placing orders and obtaining quotes.
5. To manage a portfolio of low-level affinity, cause-related marketing and post-sales donation partnerships, supported by the Business Development Manager, cultivating and stewarding contacts to support team financial targets and deliver other non-financial benefits.
6. To carry out desk research on both warm and cold prospects using a variety of journals, national newspapers, resources and the internet to identify and qualify prospects, as well as managing the workload of prospect research volunteers and the overall administration of prospect research across the team.



7. To plan and implement, with the support of the Business Development Manager, approaches to prospects to support specific strands of the Corporate New Business Strategy, generating leads and opening conversations with key contacts and representing the Fund in meetings and at events
8. To monitor, evaluate and report on fundraising activities in line with partnership objectives and the partners' expectations
9. To secure donations, prizes and gifts in kind for fundraising activities as appropriate
10. To work with other teams across the Fund, representing the Partnerships team in appropriate working groups, workshops and/or meetings/other events as directed
11. To provide excellent relationship management, building strong working relationships with multiple stakeholders externally and internally
12. To adhere to all relevant RAFBF policies and procedures and to abide by best practice and to ensure the effective management of relevant supporters' information and data and compliance with any charity law and tax regulations.
13. To undertake any reasonable tasks from time to time at the line manager's request, as may be deemed appropriate within the scope of the post, including limited out of hours, evening or weekend work required to support events.

3. PERSON SPECIFICATION

Qualifications

Essential	Desirable
ONC level or A Levels or Scottish highers in job -related discipline or equivalent (advanced craft certificate NVQ-3)	ECDL qualification Duke of Edinburgh Award Scheme Degree level qualification

Knowledge / Experience

Essential	Desirable
Experience in use of databases i.e. retrieval, interpretation and actioning of data/correspondence.	Familiar with Institute of Fundraising codes of practice
Excellent IT knowledge, including Outlook, Word and Excel and electronic filing systems.	CRM level database experience
Good communication skills including an excellent telephone manner and strong written communication skills.	Working knowledge and understanding of GDPR regulations



Experience* of working in an administrative role, or a position which requires meeting deliverables for members of a team (or several).	Experience in the not-for-profit sector
	Evidence of sales/ telephone experience

Competencies

Essential	Desirable
Writing and reporting – maintaining clearly and succinct case notes in a well-structured and logical way.	Persuading and Influencing – Gains agreement and commitment from others by promoting ideas, persuading, convincing and negotiating.
Planning and organising - managing time effectively, meeting deadlines and prioritising workload.	Deciding and initiating action – taking initiative, making prompt and potentially tough decisions in relation to individuals’ welfare, can work remotely and under own direction
Delivering results and meeting customer expectations - an ability to deliver high quality, person-centered support in a methodical and orderly manner.	Applying expertise and technology - Applies own expertise effectively. Quickly learns new technology. Communicates well in writing.
Working with people – demonstrate good interpersonal skills and an ability to work in holistic, non-judgmental, caring and sensitive manner that avoids assumptions, supports social inclusion; recognises and respects individual choice.	Adhering to principles and values - upholding ethics/values, demonstrating integrity and promoting and defending equal opportunities.
Following instructions and procedures – appropriately following instructions and adhering to policies, procedures, and objectives	Learning and researching – Open to new ideas and experiences. Seeks out learning opportunities.
Relating and Networking - can establish positive working relationships with key individuals within a wide variety of organisations.	Analysing – Probes for appropriate information, breaking into component parts and making rational judgements before producing workable solutions.

Other

Willingness to work flexible hours, outside of traditional office hours.
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Signature

I confirm this job profile has been drawn up with my full involvement and accurately reflects the responsibilities of the role.

Postholder's Signature:

NAME:

Line Manager's Signature:

NAME: