

## Corporate Fundraiser

### About Momentum Children's Charity

We support families across London, Surrey and Sussex whose children are facing cancer or a life-challenging condition. We're there whatever the outcome, for as long as needed, so that no family has to cope alone.

The charity was founded 19 years ago by our now Chief Executive and has grown enormously over that time. We currently have partnerships with 10 hospitals who refer families to us for our support, which ranges from therapies and counselling, to respite holidays and special family experiences.

We're on a mission to help many more families with seriously ill children to know that they are not alone, and we'll need brilliant and talented people to share our ambition and make it happen.

### Our values

We strive to create an amazing workplace for all, one where every single employee feels valued, heard, inspired and supported. As part of this, we have five core values which not only help to set the framework for the work we do supporting families, but also paves the way for how we work as a team.

#### **We are personal**

We know that every employee's home life is different and that for everyone, a work/life balance is key, which is why we'll work with you to find the hours and days that fit with you. We celebrate individualism, welcome ideas and will support every employee with any training they might need to grow and build confidence in their role.

#### **We are impactful**

Our whole team shares a passion to make a difference. We all work closely together, which means every employee can see firsthand the difference we make – week in, week out – making it an inspiring and rewarding place to be. What's more, through collaborative working and a multi-disciplinary approach to mapping out our strategy and looking ahead, we can all play a part in helping drive the charity forward in the way that will be most impactful.

#### **We are adaptable**

We may be a relatively small charity, but we have big ambition and pride ourselves on being an adaptable workforce. Thanks to our small and responsive team, we can quickly learn from our successes and failures, making changes that are needed to evolve and ultimately help us reach new, ambitious goals. We're not afraid to try new ideas, from any one on the team who might have one, and we're committed to thinking outside of the box. So, whether you have a great idea for a new service or think there's a better way to run team meetings, we are all ears.

#### **We are trustworthy**

Being approachable, open and honest is hugely important to us and allows us to build strong relationships with our families, supporters and volunteers, to help us build a strong and committed team together. We're transparent about the work we do and how we spend our funds, and always do what we say we will, helping each other out along the way.

#### **We are inclusive**

We apply our policy of inclusivity, equality and diversity across all aspects of our work. We believe that a diverse mix of backgrounds and experiences helps to create a productive work environment by bringing a variety of perspectives and ideas to the table, and we're dedicated to providing equality of opportunity in recruitment, promotion, training, pay and benefits.

We recognise that we're a predominantly white workforce and are genuinely committed to encouraging applications from diverse communities in order to improve the service we provide to the children and families we support.

We're not just searching for skills but also how a candidate could uphold our values and enhance our culture, therefore, even if you don't think you meet the skills criteria listed in our job descriptions, we'd still like to hear from you.

### Safeguarding

Safeguarding children is everyone's responsibility.

All children and young people linked with Momentum Children's Charity, wherever they are, whoever they are with, whatever they are doing, have the right to protection from neglect, physical, emotional and sexual abuse.

All members of the public, as well as professionals, have a responsibility for the protection of children and reporting concerns about a child's welfare or safety.

Momentum Children's Charity ensures statutory requirements concerning Disclosure and Barring Service checks are met, maintains an up-to-date Safeguarding policy and procedures, and provides safeguarding training to all staff and volunteers.

All Momentum Children's Charity staff and volunteers who come into contact with the children, young people and their families will:

- Be able to identify potential indicators of abuse or neglect
- Have read the Safeguarding Policy
- Know their role and responsibilities within their team
- Know how to communicate and record concerns
- Know to act upon concerns in line with the principles and procedures for local child protection management and Working Together to Safeguard Children.

Therefore, all children and young people in contact with Momentum Children's Charity will:

- Be treated with respect and afforded full civil and legal rights
- Be listened to and taken seriously, whatever their level of development or communication
- Be given time to do things for themselves, to understand and be understood
- Be involved in decisions that affect them
- Have their privacy respected at all times and in all places
- Have a right to confidentiality – all information about them will be treated carefully, be kept safe and only shared with those people who need to know.

The wellbeing of a child is the paramount consideration in all circumstances.

Any offer of employment will be subject to Disclosure & Barring Service (DBS) check prior to employment start date.

The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

## About the role

<b>Job title:</b>	Corporate Fundraiser
<b>Location:</b>	Hybrid – East Molesey Office, travel within our geographical areas and from home (fully office-based during induction period)
<b>Hours:</b>	37.5 per week
<b>Salary:</b>	Up to £33,000 – dependent on experience

Momentum Children's Charity's fundraising team is highly ambitious, driven by our goal to help families of seriously ill children in London, Surrey and Sussex to keep moving forward. Corporate income currently comprises circa 18% of the overall income. But with our expansion in hospital partnership geography, and aspiration to provide support to more families in the future, the expansion of this income stream will be key to this growth.

The Corporate Fundraiser will enjoy helping to develop all facets of the corporate fundraising area, working with and forging relationships with businesses to develop opportunities, fundraising and charitable giving, provide outstanding stewardship and relationship management, as well as helping to research and grow a healthy, robust pipeline of new opportunities.

To be successful you will have experience of working in fundraising, as well as with a broad range of stakeholders. You will be self-motivated, confident, collaborative, with strong organisational skills and an ability to set priorities and meet deadlines. We are lucky to work with some fantastic UK companies who recognise our passion, creativity and ability to work flexibly, and we are looking for someone who thrives on the variety which that brings.

## Role overview

- Maximise current and new income to ensure delivery of the annual target
- Research, develop and maintain a dense rolling prospect pipeline for a broad base of corporate relationships
- Provide a high level of partnership management through stewardship, and effective and regular communications
- Generate, develop, and implement ideas and opportunities to maximise partnerships for the benefit of the entire organisation, including fundraising, pro bono support, volunteering, and gifts in kind
- Support on the development and management of new corporate partners as assigned by the Corporate Manager
- Manage and oversee the administration linked to corporate fundraising, ensuring information is entered and updated accurately onto the database system. (Salesforce)
- Undertake other duties that may, from time to time, be necessary and compatible with the nature and grade of this post.

## Person specification

### Essential

- Fundraising, account management or sales experience in a client-facing environment.
- Experience working with corporate/charity partnerships.
- Excellent organisational skills, including ability to work on own initiative and to effectively manage and prioritise workload
- Experience of working with people at different levels in a company
- Excellent verbal, written and presentation skills
- Numerate and literate
- Excellent oral communication skills being comfortable communicating with people on the phone, in writing and in person with a high degree of diplomacy, empathy and confidence
- Team player who can work on their own initiative to plan and manage their workload.
- Good working knowledge of MS Office and CRM databases.
- Possession of a valid UK driving license with access to a car.
- Reliable internet connection at home for effective remote working.

### Desirable

- Knowledge of Institute of Fundraising codes of practice.
- A proven, impressive track record of delivering corporate/charity partnerships
- Good understanding of budgeting and financial management.
- An understanding of and Interest In researching companies for our corporate pipeline

## How to apply

Complete our [online job application form](#) including a copy of your current CV.

Applications will be reviewed as received, and interviews will be conducted throughout the recruitment period. Due to the high volume of applications, we may not be able to provide individual responses to all applicants.

Please note that we are unable to provide sponsorship. Applicants must possess the necessary right to work eligibility in the UK.