



JOB DESCRIPTION

Corporate Relationships Officer

Part Time 30 hours per week, Salary pro rata up to £25,000 (FTE)

Accountable to: Chief Executive

Priorities of the post will be based on South Yorkshire's Community Foundation (SYCF) Business Plan priorities and targets for philanthropy development. At least 3 days a week to be allocated to SY100, SYCF's Corporate Membership Scheme..

Key Relationships: Chief Executive, Staff in the Philanthropy Team, Staff in the Grants Team, Finance Manager, SYFAB Team, Business Support Manager, volunteers and interns, Trustees, external partners.

JOB PURPOSE

Reporting to the Chief Executive and the Future Funds and Communications Development Committee, the postholder will be responsible for the development and delivery of the Foundation's SY100 Corporate Membership Scheme. This will include securing new members of SY100 against agreed targets by developing long term relationships, attracting new donors and supporters, whilst maintaining relationships with the existing membership. The postholder will also manage a small portfolio of corporate donors.

The allocation of duties may change over time at the discretion of the Chief Executive.

- Contribute to development of the Foundation's strategy and business plans
- Lead on developing the Foundation's SY100 Strategy and policy with support of the Chief Executive and colleagues within the Philanthropy Development Team
- Manage a small portfolio of corporate donors (who may or may not be SY100 members)
- Support the Philanthropy Manager in the continuous improvement of the Foundation's internal fund development and donor care processes to maximise efficiency and effectiveness
- Monitor performance of income generation and fund development against the Foundation's SY100 strategy and income targets
- Report regularly to the Chief Executive and Board on progress

- Ensure that the database and other records are kept up-to-date with relevant information

KEY RESPONSIBILITIES

1) SY100 – Corporate Member Scheme

At least 3 days a week to be spent on SY100 as a project as appropriate. Implement and support SY100 recruitment campaign to target new members, duties to include:

- a) Attending networking events and individual meetings to promote SY100 and increase its membership; deliver annual targets
- b) Researching potential SY100 donors
- c) Managing and coordinating all SY100 activities
- d) Organising 2 SY100 events a year; seeking sponsorship for these events as appropriate.
- e) Producing a regular SY100 Newsletter
- f) Sending out letters, information packs and invitations to potential donors
- g) Keeping track of all existing and new donors
- h) Produce monthly update reports for trustees
- i) Develop ways in which all SY100 donors are kept up to date with current activities, e.g. newsletter, events, news flash etc
- j) Rebranding all SY100 materials to match new SYCF branding
- k) Creating and printing all SY100 publicity
- l) Working with the Communications and Marketing Manager to ensure ongoing programme of publicity and promotion for SY100, including recognition of new members using Linked In, Facebook and Twitter
- m) Producing presentations for events on SY100; carrying out presentations where necessary

2) Philanthropy Development

Manage a small portfolio of corporate donors on behalf of SYCF. Work with colleagues in the Philanthropy Development team to increase knowledge of donors about SYCF's activities, duties to include:

- a) Manage a small portfolio of corporate donors on behalf of SYCF
- b) Conduct research of local businesses, business owners, high net worth individuals and potential donors to ensure SYCF's lead and opportunity lists can be created with the most up to date information
- c) Annually checking SYCF's Top100 list on Digits 2
- d) Researching and updating contact details where necessary
- e) Support the team with the creation of donor reports
- f) Regularly update the pool of available case studies in conjunction with the Communications and Marketing Manager

3) General Duties, to include:

- a) Assisting with bid writing (within constraints of the resource available)
- b) Drafting Charity Award applications for the Chief Executive (within constraints of the resource available)
- c) Support the Communications and Marketing Manager with social media campaigns and the development of a Digital Strategy for SYCF
- d) Assist other team members with events e.g. annual SYCF headline event
- e) Support other team members and the Chief Executive on the production of the annual Vital Signs Report and the back-ground research report to Vital Signs.
- f) As requested by the CEO occasionally supervise staff and volunteers whose duties relate to fund development
- g) Assist in providing training and support to trustees, staff and volunteers involved in fund development
- h) Represent SYCF at meetings and events when required
- i) Attend committee meetings and other meetings at the request of the Chief Executive.

PERSON SPECIFICATION

Essential

1. Excellent communication skills (written and oral)
2. Excellent organisational skills
3. Confidence in relating to, and influencing people at all levels and across all sectors
4. Highly motivated, with enthusiasm and determination
5. Good sales and negotiation skills
6. Good computer and administration skills. Must be largely self-servicing with experience of Word, Excel and databases
7. Good time management and ability to balance competing priorities
8. Ability to manage your own workload, project plan events and meet deadlines under pressure
9. Ability to use own initiative, but also work well as part of a small team
10. Experience of fund raising/account management
11. Own transport due to travelling required during office hours

Desirable

1. Two years' experience of working in a similar role
2. Knowledge of Corporate social responsibility initiatives and strategies
3. Understanding of social needs in South Yorkshire

Salary and Conditions: The job will to involve travel within South Yorkshire area and sometimes beyond, so post holder will need their own transport, mileage allowance will be paid.

The post is part time, 30 hours, normally within office hours, but occasional evening and weekend work is necessary.

Our Mission Statement

What our Foundation is here to do for you:

- Deliver effective, efficient and targeted grant-making into communities that need it most, through a whole variety of funds from donors, trusts and other sources.
- Work with businesses, philanthropists, trusts, the public sector and the third sector and other bodies to help them achieve their charitable aims and, particularly as money gets tighter, to make the most of every single charitable penny they invest in our communities.
- Provide detailed intelligence on the state of our communities and how our grant making is improving lives and improving aspirations and opportunities for all ages and sectors.

Team communications and reporting

- No team member works in a vacuum and it is essential that you communicate your needs to other team members and liaise with them where information needs to be shared
- There are regular reporting needs - ad hoc, monthly, quarterly and annually and it is your responsibility to provide timely and accurate information to team members where required
- We all work within the framework of our values and show respect towards our colleagues, partners and donors, Trustees and volunteers and community representatives.

Office Maintenance

- Always using DIGITS and other internal systems as agreed, keeping them up to date and accurate
- Take a fair share of office administration tasks such as opening the post, answering the telephone etc
- Take a fair share of the tidying and cleaning the office
- Keep desks tidy and organised and make sure someone else knows how to find their way around your work in case of absence

Agreed 26/10/2018