

Job Description

Job Title	Trust and Corporate Fundraising Manager
Based In	Remote/Hybrid (London), with frequent travel to Wendover in Buckinghamshire, London and occasionally nationally
Reporting To	The Chief Development Officer
Hours	40 hours a week, including evening and weekend work where necessary.
Leave	25 days holiday per annum plus bank/public holidays
Contract	Permanent
Pension	3% matched contributions

Job Purpose

Working with the Chief Development Officer, the Trust and Corporate Fundraising Manager is responsible for supporting the fundraising strategy with a focus on securing donations from corporates, trusts and foundations. For trusts and foundations, they will be responsible for managing the relationships, reporting, and application cycles for all existing and new trusts and foundations. For corporates they will be responsible for managing some of our current partnerships as well as developing and securing a pipeline of new corporate supporters.

Duties and Responsibilities

- Manage and develop RAD's corporate strategy for raising money from businesses including affinity marketing and cause-related marketing as an integral part of the charity's overall fundraising programme.
- Forge long-term mutually beneficial relationships with corporate supporters and raise funds towards the ongoing work of RAD.
- Nurture and maintain existing corporate relationships and develop an extension and replacement strategy with the Chief Development Officer.
- Develop and maintain a portfolio of new business supporters and secure new income by identifying growth areas and opportunities .
- Monitor CSR trends in the media, and keep up to date with professional fundraising associations and media regarding fundraising tools and skills development.
- Develop professional solicitation proposals and undertake presentations at senior-level meetings.
- Develop and write funding proposals, corporate applications and reports
- Manage relationships and deliver high level supporter care with all businesses throughout partnership lifecycle

- Track, analyse and report on fundraising results in the Corporate field and measure, manage and report performance using agreed performance measures.
- Work closely with the CDO to maximise corporate contacts leverage and manage corporate participation in the events programme.
- Actively seek sponsorship to support RAD events, working closely with the Community Fundraising team.
- Raise the profile of RAD by networking at appropriate events and securing new introductions.

Other Duties

Carry out any other duties as required by the CEO, CDO or Trustees including (but not limited to):

- Attend, where appropriate, local, regional and national meetings.
- Maintain a good knowledge of national and local initiatives which are of benefit to RAD.
- Administer your own workload, including meeting targets and deadlines in line with the RAD appraisal system.
- Attend relevant CPD training events as required.
- Undertake responsibility, as part of the team, for all Health and Safety work-related matters.
- Work within the guidelines of RAD policies and procedures.