

**Job Description**

**Job Title – Corporate Fundraising Manager**

**Salary - £36k - £38k depending on experience**

**Hours:**  Full time – 35 hours/week (Flexible hours considered).

**Line Management Responsibility -** None

**Location –** Currently Hornsey, N8 but subject to review.

**Line Manager –** Fundraising Director

**About my AFK**

my AFK (formally Action For Kids) is a national charity working with disabled children and young people. We provide specialist mobility equipment not available on the NHS, while also providing advocacy to families to ensure the NHS provides what they should be.

We also work with young people with learning disabilities and special education needs up to the age of 25, to help them prepare for and gain paid employment. We have a team of job coaches and employment brokers who work with the young people, their families, teachers and employers.

**About the role**

This is an exciting new opportunity to join our fundraising team. Working alongside the Corporate Partnerships Manager you will be responsible for generating new income from corporates with a focus on unrestricted giving.

Our ideal candidate will have a proven track record of securing successful new business relationships, from the research stage through to close. You will be a confident communicator, able to build and maintain strong relationships with a range of stakeholders and supporters.

**Key Responsibilities**

* Research available new funding from corporates and businesses with an emphasis on securing new unrestricted income.
* Develop your own portfolio of potential leads and plan a calendar of applications throughout the year.
* Meet or exceed the income target for the year.
* Working with the Marcomms team, develop a strategy to achieve a better outcome for AFK where employee votes affect the outcome of an application.
* Develop excellent relationships with new corporate funders and their employees with the view of developing long-term support for our work.
* Work across the organisation to secure corporate volunteering opportunities for employees, especially supporting trainees in our life and work programme.
* Work closely with the Events and Community Fundraising Manager to maximise potential opportunities for Corporate employees taking part in sponsored events and beach volleyball.

**General**

* Work with the fundraising and service delivery teams to develop and achieve team objectives and strategy.
* Deliver all aspects of this job description in accordance with my AFK’s Equal Opportunities & Diversity Policy.
* Undertake other duties which are in line with the general level of responsibility of the post, or as directed by a member of the Senior Management team.

**Knowledge, Skills and Experience**

Essential:

* Experience of a donor relationship database.
* Excellent IT skills.
* Excellent project and time management skills.
* Excellent communication skills, both verbal and written.
* Experience of managing a budget.

Desirable:

* Educated to degree level or equivalent work experience.
* At least two years’ experience in a corporate fundraising environment, and/or relevant professional training.

**General**

* Able to demonstrate a commitment to the aims and objectives of my AFK.
* Some work outside of normal hours may be required, including weekends. We have a TOIL policy in place.
* Willingness to undertake further training if required.
* Staff are encouraged to volunteer to support at least two events outside of normal working hours each year.
* Awareness of current issues affecting disabled children and young people in the UK and a commitment to keep abreast of this ever-changing landscape.

**Code of Conduct**

* Understanding of and commitment to Equality, Diversity and Inclusion.
* Ensure compliance with The General Data Protection Regulation 2016 (GDPR) and the Data Protection Act 2018.