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**Job Description**

Job Title: Fundraiser for Corporate Partners, Events and Individual Donors, Queen’s Crescent Community Association (QCCA).

Hours: One year contract, with possible extension. Two and a half days (20 hours) a week.

Responsible to: CEO

Salary: £40,000 – 45,000 pro rata depending on experience.

Deadline: September 18 2023.

**Job description**

QCCA is a community charity working in Camden’s single most deprived neighbourhood. What started as an Irish drinking club in the 1960’s became a charity in 2002 and is now one of the borough’s largest and most respected voluntary community sector organisations. We help 3000 people a year with a large youth club, an older people’s service, advice and advocacy, a foodbank and sport for all ages.

In the past four years, we’ve grown 22% and we have ambitious plans for the next three.

To do that, we’ve created the new role of Fundraiser for Corporate Partners, Events and Individual Donors. You won’t start completely from scratch. In the past few years, we’ve piloted various initiatives in all three of the areas you’ll oversee. We have been working for three years with our first corporate partner (Neuberger Berman). We’ve run two successful events including an ‘At Home’ with Alastair Campbell, hosted by Alan Rusbridger. We have a fundraising committee of enthusiastic volunteers. And we’ve made a start on a database of individual donors.

Now we need someone to build on these small beginnings to create a regular income stream that can compete with the fundraising that comes from trusts, funds and foundations. It’s a role that would suit someone with big ambitions, highly capable of taking a lead and passionate about building something new.

The right candidate will have a proven track record and live contacts within the CSR/corporate partnership world. But equally, they’ll be happy to meet with the local businesses who already support us in small ways and discuss how they can do more.

We want to hold at least one large event a year and find opportunities to do two or three other smaller ones, such as a sponsored run or a match-funding opportunity through social media.

Rippling through everything will be the development of an individual donor list, capturing data at all touch points. Staying in contact with these people through regular communications is important.

Once in post, our Fundraiser for Corporate Partners, Events and Individual Donors will collaborate with our Fundraiser for Trusts, Funds and Foundations on a three-year fundraising strategy. They will also co-operate week-to-week on communications and case studies.

You will be working with a closely-knit but very friendly team based in our busy main building in Queen’s Crescent, Gospel Oak. We have a good track record of welcoming consultants and part-time staff and are particularly keen to hear from people who may have been on a career break or have a portfolio career.

Key responsibilities:

* Develop a three-year fundraising strategy in co-operation with our Fundraiser for Trusts, Funds and Foundations
* Work towards their own fundraising target of £100,000 in twelve months.
* Create and manage a database of potential corporate partners.
* Secure new long-term corporate partners
* Line-manage relationships with corporate partners.
* Develop and oversee corporate volunteering days, with input from the volunteer co-ordinator and programme heads.
* Develop a programme of fundraising events.
* Manage and oversee delivery of each event.
* Develop and maintain a database of individual donors.
* Ensure regular but light-touch communications with the database of individual donors
* Keep records of all correspondence concerning corporate partners, events and donations from individuals, including offer letters and reporting requirements.
* Work with your co-fundraiser on overall QCCA branding and positioning.
* Work with your co-fundraiser on communications.
* Working with our fundraising committee of volunteers to develop a ‘Friends of QCCA’ strategy

**General**

**Knowledge, skills and abilities.**

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| **Requirements** | **Essential** | **Desirable** |
| Proven track-record of corporate partnership fundraising | \* |  |
| Proven track record of events fundraising | \* |  |
| Experience with individual donor fundraising |  | \* |
| Experience fundraising for small-medium-sized charities, especially those with an annual income of up to £2m |  | \* |
| Experience handling relationships with corporate partners | \* |  |
| Highly self-motivated with an ability to set goals independently | \* |  |
| Basic knowledge of database marketing, especially through emails | \* |  |
| Experience of a job-share or working as part of a small fundraising team |  | \* |
| Experience producing content for social media | \* |  |
| Software knowledge beyond basic Word and Excel (eg Canva, PowerPoint etc) |  | \* |
| Satisfactory DBS disclosure | \* |  |

**How to apply**

Please send a CV and a brief covering letter (no more than 400 words.)

**Equal Opportunities**

QCCA is committed to principles of Equal Opportunity for all in terms of service provision and employment. As an employee of the company, it is your responsibility to ensure equality of access to jobs and services to women, Black/ethnic minorities, lesbian and gay men and people with disabilities, regardless of marital status, age, creed/religion and unrelated criminal convictions.

**Health and Safety**

All staff have a responsibility to ensure the health and safety of persons and members of the public in the premises or sites controlled by QCCA the methods of achieving this will be provision of safe systems of work, safe and healthy conditions and environment, and including such information, training, instruction and supervision as is necessary to achieve these objectives in accordance with Safety Legislation and the Health and Safety Policy.