

SCOTTY'S LITTLE SOLDIERS

Job Description

Job Title: Corporate Fundraising Manager
Reporting To: Chief Executive
Location: Scotty's HQ, King's Lynn, Norfolk
Salary: £20,000 p.a. Full Time (Mon-Fri 0900-1700).

Introduction:

Scotty's Little Soldiers is the leading charity supporting bereaved British Forces children. The charity was established in 2010 by Army Widow Nikki Scott following the death of her husband, Cpl Lee Scott, in Afghanistan in 2009.

The charity delivers its support through 3 Assistance Programmes; Smiles, Support and Strides.

- *'Smiles'* includes a range of fun based activities designed to help beneficiaries to smile again following the loss of a parent and to break down barriers allowing more emotional support to be provided.
- *'Support'* aims to deal with the more emotional side of bereavement and the charity works closely with partners Winston's Wish to offer professional bereavement counselling.
- *'Strides'* is focused on long term personal development and is largely constructed of a range of development grants.

Mission:

"To provide relief from the effects of bereavement to young people who have suffered the loss of a parent who served with the armed forces of the crown."

This is a full-time role based at the charity's head office in King's Lynn and reporting directly to the Chief Executive. The main responsibility of the position is to provide day to day support to the charity's business fundraising partners.

Job Purpose & Responsibilities:

The key aspects & responsibilities for this role are:

- To provide day to day support to the charity's business partners including;
 - Providing assets and charity resources to assist in their fundraising
 - Providing details on the charity's work to partners to enable them to see how their support is helping
 - Providing partners with regular fundraising opportunities and ideas
 - Helping to create online fundraising hubs
 - Keeping accurate records of partner fundraising totals
- Managing and updating the charity's Corporate Partners website.
- Preparing and sending a quarterly partner update email.
- Helping to organise bespoke partner fundraising challenges.
- Updating partner activity on the charity's CRM system.
- Helping to develop and maintain a calendar of corporate fundraising products.

- Becoming the charity's expert on corporate fundraising products including payroll giving, tax benefits, matching programmes etc.
- Helping to organise corporate partner or stakeholder events.
- Ensuring supporting materials such as posters, leaflets, guides etc are available and up to date.
- Developing and communicating sponsorship opportunities.
- Co-ordinating the charity's business ambassadors including;
 - Keeping up to date records for each ambassador
 - Providing new ambassadors with a welcome pack
 - Providing updates and resources for ambassadors to use
 - Arranging Ambassadors to appear at partner events, presentations, meetings etc.

Key Relationships:

Scotty's is a relatively young charity with a small team. The successful candidate will need to be self-motivated and able to work independently. The role will report directly to the Chief Executive and a good working relationship with all other members of staff will be required.

Knowledge and Experience:

- Experience of working in a previous administration role is essential, with business to business customer service experience preferred.
- Experience of using Windows based software packages including Word and Excel (or similar), email and the internet.
- Previous experience of working with CRM systems and online services such as Mail Chimp and LinkedIn is preferred but not essential.
- A proven record of demonstrating initiative and creativity to meet objectives set.
- Excellent communication skills are essential for this role with regular phone and email contact with business partners required.
- Strong organisational skills are key as is an ability to manage your own time efficiently.

Personal Characteristics/Specification:

1. Passionate about working within the third sector and providing support to disadvantaged children and young people.
2. A commitment to the core mission of Scotty's Little Soldiers and a desire to help the charity continue its growth in order to meet its objectives.
3. To respectfully represent the charity externally and help to maintain and enhance its reputation.
4. A self-motivated, productive and well organised individual with excellent communication and presentation skills.
5. A desire to get involved and help out wherever needed.

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