**Job Description for Role of**

**Corporate Fundraising Manager (Maternity leave – 6 months with potential to extend) within the ISPCC Childline**

|  |  |
| --- | --- |
|  |  |
| **Reporting to** | Director of Fundraising and Development |

**Core Purpose of the Role**

The board of the ISPCC Childline has recently approved a new, innovative strategy that seeks to ensure that every child in Ireland can access our support where and when they need it. The ethos of our support is based on building resilience delivered along the Childline platform of branding. This is a significant ambitious programme underpinned by digital transformation and fundraising growth that will future proof our charity by ensuring we remain relevant to our key audience which are the 1.2m children and young people under the age of 18.

Critical to the achievement of this vision is the role of Corporate Fundraising and Development Team. We currently have an exciting opportunity due to a Maternity Leave position to join our Fundraising team as Corporate Fundraising Manager. This is a leadership position within the ISPCC fundraising and development team responsible for Corporate Fundraising. Working alongside another Corporate Fundraising Manager, this position requires highly networked individual with strong people, project, fundraising and budget management experience, as well as a commitment to innovation and best practice.

Fundraising Strategy and its focus will primarily be on developing New Corporate contacts and relationships so as to strengthen and diversify, the ISPCC Childline pipeline of corporate partnerships and revenue streams.

The following Job Description is not intended to be a comprehensive list of all responsibilities involved and consequently, the role may be required to perform other responsibilities as appropriate to the post which may be assigned from time to time.

Key Responsibilities

1. The primary focus of this role is to build our existing corporate partnerships by generating new business corporate contacts. Within the first 6 months in role, we have an ambition in this role to develop a new Corporate partnership that can contribute significantly to ISPCC Fundraising ambitions.
2. Conduct thorough research on potential corporate partnerships in order to build the ISPCC Childline pipeline. In particular, gaining a thorough understanding of corporate opportunities of organisations who are less impacted during COVID – 19.
3. Develop expert virtual delivery using available technologies to develop strong relationships and pitches with corporate partners.
4. Create an external network with Corporate Social Responsibility leads across multiple sector organisations to identify growth and development of corporate fundraising prospects for the ISPCC Childline to increase our corporate income.
5. Working cross functionally with ISPCC Childline Services, Communications & Marketing teams, build strong relationships to leverage skills and messaging to support new corporate partnerships.
6. Ensure that the new Corporate Fundraising Strategy is implemented and adapted to the ever-changing environment.
7. Generate innovative thinking and approaches to contribute to new ways to strengthen ISPCC Childline brand and building new Corporate partnerships, particularly in our virtual world.
8. Understanding and an ability to maximize income from Trusts and Foundations and Funding opportunities. Providing support in applications and keep informed in a timely manner of the external market as opportunities for applications as they arise.
9. Ensure that the corporate fundraising activities are planned and implemented to meet agreed fundraising targets within agreed expenditure budget.
10. Ensure Fundraising team members are updated of all relevant occurrences in corporate fundraising and work closely with team members to identify synergies amongst activities and ensure the most efficient and sustainable income generation for the team as a whole.
11. Regularly feedback to the Director of Fundraising and Development on progress to-date vs. projections.
12. Develop and present creative, compelling, professional and relevant pitches to prospective corporate supporters as the opportunities arise.
13. Ensure the prompt thanking/receipting of all corporate donations, as well as acknowledgement of all significant contributions from partners and sponsors.
14. Maintain accurate records of all previous and prospective corporate supporters, including ensuring the timely updating of all records on the Raisers Edge system in accordance with Fundraising guidelines.
15. Ensure that fundraising presents a positive and professional internal and external image, which promotes ISPCC Childline vision, aims, principles and objectives.
16. To be flexible, completing other fundraising assignments as required, which are consistent with the responsibilities of the job.
17. To ensure that all work undertaken adheres to best practice, ISPCC Childline Cash Handling Procedures and any other relevant procedures.

Personal Specifications

* Highly Networked individual (largely Dublin)
* Comfortable working on their own initiative
* Demonstrated ability to gain new corporate accounts
* Friendly, courteous, outgoing and positive disposition.
* Tenacious individual with a demonstrated determination
* Demonstrated Business Development Acumen
* Leadership ability, ability to lead and motivate a team.
* Strong Networking abilities.
* Outstanding organisational, project and time management skills.
* Strong written and spoken communication skills.
* Strong ability to work with others and help in our “One Team” Approach in ISPCC Childline.

Qualifications:

* 3rd level qualification.
* IT proficiency in Excel, Access, Word and website packages essential.

Experience & Ability:

* 3-5 years previous experience in similar role or commercial business role in this or similar sector
* Demonstrated track record of corporate fundraising success.
* Proven leadership, as well as staff and project management skills essential.
* Experience setting and working to targets essential and working to budgets.
* Experience of Raisers Edge or other CRM database.
* Experience of working in a fundraising environment or similar.