



Job Description and Personal Specification

Job Title	Senior Corporate Fundraiser
Line Manager	Head of Fundraising - Corporate
Location	30-32 Upper Maudlin Street, Bristol BS2 8DJ Office-based, with opportunity for hybrid working in line with our Policy
Terms	Permanent, Full time
Salary	£28,000 - £32,000 (DOE)

Wallace & Gromit's Grand Appeal works in partnership with Aardman Animations to support Bristol Children's Hospital and the region's Neonatal Intensive Care Unit (NICU). This role offers an exciting opportunity to build, develop and maintain our partnerships to help deliver a multi-million-pound programme of investment in childhood health.

We are looking for an experienced and talented individual who is passionate, organised, and motivated to join the fundraising team at Wallace & Gromit's Grand Appeal.

Are you great with people and at building relationships? Do you have a minimum of three years of working in a corporate fundraising environment?

As the Senior Corporate Fundraiser, you will work with a wide range of corporate partners to support their fundraising and develop new relationships. You will work closely with the wider Fundraising team to provide first-class support for our partners, pursue new fundraising opportunities, and help grow the charity's income.

You'll have excellent communication and organisation skills with the ability to multitask and a real passion for developing relationships with a people-orientated focus.

Together with the Head of Corporate Fundraising, the Senior Corporate Fundraiser will also help implement the department's strategy, engaging prospects and long-term supporters to develop or continue their support of the charity.

Gromit Unleashed 3, this summer's highly anticipated sculpture trail, will present a huge number of exciting opportunities for the Corporate Fundraising team, and this position will play a key role in maximising partnerships and working autonomously to seek out and manage new opportunities to support the long-term strategy of the charity.

If you are looking to develop your fundraising career in an exciting and varied role, then this is the role for you.

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Wallace & Gromit's Grand Appeal offers a dynamic, supportive and rewarding workplace for its approx. 40 staff. The foundation of our organisation is its strong team culture, in which all staff play an essential part. Our staff are talented, creative, ambitious and Wallace & Gromit's Grand Appeal's most important resource.

The role will be based at Grand Appeal HQ opposite Bristol Children's Hospital.

What we offer:

- Generous holiday allowance
- Healthcare plan
- Pension scheme
- Hybrid working in line with our Policy

If this sounds like the right workplace for you, you have the required skills and experience, and you are looking for a new challenge, we would love to hear from you.

Key responsibilities include:

- **Relationship management:** Developing and maintaining relationships with new and current business supporters.
- **Development:** Helping partners develop their fundraising plans; providing ideas, support, and resources to ensure they make their events a success.
- **New business income generation:** Researching and approaching potential new partners, including writing proposals, applications, and presentations.
- **Stewardship:** Thanking donors and ensuring they are kept up to date on the charity's work.
- **Sponsorship:** Helping recruit sponsors for events and managing relationships, ensuring expectations are met.
- **Networking:** Attending networking events in the local business community (some of which will be out of hours) and building a network using LinkedIn.
- **Events:** Attending meetings, cheque presentations and events and presenting to audiences of different sizes.
- **Communications:** Working with the Marketing and Communications Team to organise social media and website content to reflect the achievements of our partnerships.
- **Business Challenge:** Management of strategy, planning, and execution of the charity's Business Challenge initiative.
- **Database:** Adding information to the Raiser's Edge database, ensuring all data is accurate.
- **Administration:** Ensuring corporate partners have all the fundraising materials they require to make their events a success.
- **Project work:** Leading on individual projects unaided and delivering successfully to a deadline.

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Wider responsibilities include:

- **Team-working:** Contribute to and collaborate with the wide fundraising and comms team activities, sharing new ideas and supporting income generation and promoting positive team-working.
- **Leadership:** Act as a role model for all Grand Appeal policies and procedures.
- **Organisation awareness:** Develop and maintain good organisation awareness, ensuring you effectively represent the charity at all times.
- **Charity Fundraising Stall:** Providing support and oversight for the operation of our stall in Bristol Children's Hospital, promoting fundraising and support for the charity.
- **Statutory:** Compliance with all relevant data protection, gambling and fundraising legislation e.g. Fundraising Regulator, relevant codes of conduct.
- **Support:** Carry out other tasks/duties to support teams and colleagues across the organisation.

This job description is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments in the charity. All job descriptions are non-contractual and give a sense of the broad scope of the role and so include a level of flexibility. While they list some key tasks, there will also always be tasks that arise, and which can be reasonably expected of the role.

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Personal Specification

E = Essential D = Desirable

Experience and knowledge

Importance	Criteria	Assessment
E	Three years' experience in managing partnerships and working autonomously to engage and develop new relationships	Application Interview
E	An understanding of the principles of good relationship building and experienced in conversing with a variety of people in different situations	Application Interview
E	The ability to work on your own initiative and manage a busy portfolio	Application Interview
E	Experience in working in a fundraising environment	Application Interview
E	Knowledge of the UK corporate sector, including marketing trends and the current corporate social responsibility agenda	Application Interview

Skills and abilities

Importance	Criteria	Assessment
E	A professional approach to work and dealing with external stakeholders	Application Interview
E	Excellent IT skills; confident in the use of Microsoft Office, CRM databases	Application Interview
E	Excellent organisational and time-management skills with the ability to prioritise conflicting demands while maintaining accuracy and attention to detail	Application Interview
E	Excellent written and oral communication skills with an eye for detail	Application Interview
E	Ability to multitask and prioritise workload	Application Interview
E	Empathy with the aims, objectives, and activities of the charity	Application Interview
E	Ability to work as part of a flexible team and to contribute to group and individual targets	Application Interview
E	Self-motivated and able to use initiative	Application Interview

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E	An approach to mirror our values: supportive, professional, collaborative, creative, and confident	Application Interview
E	The ability to undertake research and make decisions based on findings	Application Interview
E	Commitment to continuing professional and personal development	Application
D	An understanding of social media and creating content, including Facebook, X and LinkedIn	Application Interview
D	Experience in using the Raiser's Edge Database	Application Interview

Other requirements of the role

Importance	Criteria	Assessment
E	To role model Grand Appeal policies and procedures.	Application Interview
E	Prepared to travel to events and work outside of normal working hours. TOIL will be provided in most circumstances	Application
E	Full UK driving licence and access to a car	Application

How to apply

Please complete our application form and return it with your CV to jobs@grandappeal.org.uk

The closing date for applications: All applications must be received by midnight on 25 May. We would advise anyone interested in the position to submit their application as soon as possible to avoid disappointment, as we may close the advert early should a suitable candidate be found.

For informal discussions, please contact Helen Haskell, Head of Corporate Fundraising at jobs@grandappeal.org.uk

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