

# AUTISTICA

Building brighter futures through autism research

## Job Description October 2018

<b>Appointment:</b>	Corporate Fundraising Manager
<b>Responsible to:</b>	Director of Fundraising
<b>Hours of work:</b>	35
<b>Salary:</b>	£35,000, depending on experience
<b>Location:</b>	London SE1
<b>Contract end date:</b>	13 December 2019

This role will head up Autistica's corporate function in key strategic sectors, including financial and legal services, technology, telecommunications, pharma and luxury/retail. The role also includes working closely with Autistica's Gaming Fundraising Specialist and Autistica's DARE Lead to ensure corporate opportunities are maximised.

The ideal candidate will be able to demonstrate strong relationship fundraising capabilities, with a track record of winning and running significant corporate partnerships. Joining an award-winning, successful and well-established team, you will play a major role in delivering strong financial growth and bringing in new supporters to help us reach our ambitious goals.

### **Main Responsibilities**

#### Leadership

- Lead on developing and implementing the corporate strategy in order to meet the annual corporate income target.
- Ensure cross-team support to steward corporate prospects and maximise income opportunities.
- Contribute to the development, planning and implementation of the wider fundraising strategy.

#### Line Management

- The post will have one direct report - Corporate Fundraising Executive.
- Manage the work of the CFE, ensuring they are set clear objectives, receive regular supervisions and annual appraisals, and have a personal development plan.

#### New Business and Account Management

- Lead on the Top 10 pipeline of high-value, strategic partnerships.
- Develop new profitable, high-value corporate relationships through meetings, presentations, written applications, mailings and events at C-suite level.
- Secure sponsorship, cause-related marketing agreements and CoTY partnerships.
- Develop pitches and products tailored to specific companies and sectors
- Account manage secured partners

#### Other responsibilities

- Work with the wider fundraising team to support our largest appeals and events
- Participate in internal meetings to develop strategies and plans for all areas of the charity
- Raise the profile of Autistica through networking at external events

## Personal Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Education level &amp; qualifications</b>	<ul style="list-style-type: none"> <li>• Degree level or equivalent.</li> <li>• Fluent in written and spoken English.</li> </ul>	<ul style="list-style-type: none"> <li>• IoF or equivalent fundraising qualification</li> </ul>
<b>Experience, knowledge and expertise</b>	<ul style="list-style-type: none"> <li>• Proven track record of success in Corporate Fundraising.</li> <li>• Experience of strategy writing.</li> <li>• Demonstrable experience of securing partnerships worth £50,000+ through face to face relationship building.</li> <li>• Demonstrable experience of account managing corporate partnerships worth £50,000+.</li> <li>• Able to network within companies at a senior level.</li> <li>• Experience of organising and running successful events.</li> <li>• Ability to communicate to potential donors the importance of investing in scientific research.</li> <li>• Experience of developing supporter communication across a variety of channels to present a compelling case to different donor audiences.</li> <li>• Knowledge of data protection and other legislative and best practice requirements for fundraising in the UK.</li> <li>• Experience of financial management and planning, producing budgets and reports which enable effective evaluation and monitoring of fundraising income.</li> <li>• Awareness of key current issues impacting the Corporate Fundraising market.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using Raiser's Edge.</li> <li>• Experience in using digital and social media to drive engagement and income.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to present articulately, confidently and persuasively to small and large audiences.</li> <li>• Highly developed written communication skills and ability to digest complex information to present to lay audiences.</li> <li>• Ability to thrive in a small team environment.</li> <li>• Highly organised, professional, tenacious and resilient with a focus on producing measurable results.</li> <li>• Ability to work calmly under pressure and manage a variable workload.</li> <li>• A genuine interest in Autistica and our charitable purpose.</li> </ul>	<ul style="list-style-type: none"> <li>• Some knowledge of autism and/or medical research charities.</li> </ul>