

Sands Application Information

Corporate Fundraising and Trusts Officer

March 2017

About Sands

Sands, the stillbirth and neonatal death charity, is a well-established and widely respected national charity that:

- Supports anyone affected by the death of a baby.
- Works in partnership with health professionals to ensure that bereaved parents and families receive the best possible care.
- Promotes and funds research and changes in care that could help to reduce the loss of babies' lives.

Over 30 years ago the devastating impact of the death of a baby on the mother and father was neither widely understood nor acknowledged. For many parents it felt as if their baby had not existed and did not matter. Sands was established in 1978 to change that perception.

Since that time Sands has supported many thousands of families whose babies have died, offering emotional support, comfort and practical help through our 100 Sands Groups, Helpline and online forums. Working in partnership with health professionals and service providers, Sands has played a lead role in transforming the culture and practice of perinatal bereavement care in the UK through our accredited bereavement care training programme and nationally recognised resources for health professionals.

Whilst the way in which parents and families are cared for and supported has substantially changed, the tragic reality is that large numbers of families continue to be devastated by the death of a baby. In the UK, in spite of medical advances, 15 babies are stillborn or die within the first 28 days of life every day. Increasingly Sands is looking to fund high impact research projects that identify the causes of stillbirth and point to ways of reducing their incidence.

Find out more about our work: www.uk-sands.org

Sands Benefits

Pension (non-contributory)

We consider it important to encourage people to save for their retirement and as such provide staff with a 3% pension contribution paid into an Aegon Personal Pension. Contributions can be invested in a variety of funds according to your investment preference, or alternatively a default fund is available. Sands will increase our contribution into the pension scheme to 5% as soon as you achieve 3 years' continuous employment with us. Subject to eligibility, you will be automatically enrolled into the pension scheme as soon as your employment commences, and you will be able to make additional voluntary contributions into the scheme if you wish. You will, if required, have the option to withdraw from the pension scheme.

Annual leave

Staff receive 28 days annual leave plus bank holidays. Staff will be required to take 3 days annual leave during the period between Christmas & New Year.

Employee Assistance Service

At times staff members may face and need help with a variety of issues throughout their lives and as part of the commitment to staff members we provide independent and confidential counselling and information telephone service, free of charge. Support is available on a range of issues including legal, financial, emotional, health issues and work related concerns.

Season ticket loan

Permanent Head Office based staff are offered the opportunity to take an interest free loan to purchase season tickets for the journey between home and work. Available after a qualifying period.

Childcare Vouchers

Sands operates a childcare voucher scheme administered by Edenred, of the UK's leading providers of employee benefits. You will be able to purchase vouchers up to the value of £243 free of tax and NI deductions, which can be used to pay your registered childcare provider. The value of the vouchers that you purchase will be deducted each month from your pre-tax pay via salary sacrifice.

Cycle to Work Scheme

Sands has teamed up with Cycle Solutions to provide a Cycle to Work Scheme, which you can join to make considerable savings on the cost of a new bike and equipment that you use to commute to work.

About the role



Sands is seeking a Corporate Fundraising and Trusts Officer to help us meet our corporate, trust and major donor income targets through the management of a portfolio of partner relationships, and to undertake research and provide administrative support.

This is a new role within our Fundraising Team which involves account managing Sands' Charity of the Year and other corporate partners and trusts, writing compelling proposals, reports etc. and researching and developing new business opportunities. The post-holder will be working closely with colleagues from the Fundraising and Communications Departments to maximise opportunities for increasing income, as well as maintaining effective relationships throughout the rest of the organisation and with external stakeholders.

With relevant experience gained in a corporate or trusts' fundraising team, you will have a track record of writing successful proposals and developing positive relationships with corporate supporters. You will have excellent communication skills, both verbal and written and be able to work well in a team environment.

With strong organisational skills, you will be able to demonstrate the ability to meet set deadlines and produce a high standard of work even when under pressure. With experience of a range of different research tools and techniques, you will also have strong IT skills including using a fundraising database.

This is a rewarding role which offers a fantastic opportunity to make a real difference to the work of Sands, helping us to achieve our vision of a world where fewer babies die.

To apply:

Please return the completed application form and monitoring form to recruitment@uk-sands.org by the closing date below:

Closing date for applications **2nd April 2017**

Interview Date: 11th April 2017

As we have limited staff resources we are unable to provide candidates with feedback about their applications.

All Interviews will be held at our Head Office at:

Victoria Charity Centre, Ground Floor, 11 Belgrave Road, London, SW1V 1RB. Telephone: 020 7436 7940

Job Description

Job Title:	Corporate Fundraising and Trusts Officer
Responsible to:	Senior Trusts and Corporate Fundraiser
Location:	Sands Head Office, Victoria Charity Centre, 11 Belgrave Road, London, SW1V 1RB
Contract:	Permanent
Salary:	£25,500 per annum plus £3,400 per annum London Weighting Allowance
Hours:	Full Time – 35 Hours per Week (Monday to Friday 9.30am – 5.30pm, with a 1 hour unpaid lunch break)

Purpose of role

To support the Senior Trusts and Corporate Fundraiser in meeting Sands' corporate, trust and major donor income targets, through the management of a portfolio of partner relationships, and the provision of research and administrative support.

To provide back-up support to other teams within the Fundraising and Communications Department to optimise income, awareness and the quality of supporter care.

This post will provide an opportunity to increase Corporate Fundraising skills and experience, and gain an understanding of individual fundraising.

Key Responsibilities

Account management

- Provide excellent account management to Sands' smaller Charity of the Year and other Corporate Partners and Trusts (as a guideline those giving up to £20,000).
- For your portfolio of partners
 - Support employee fundraising activities, including events, offering advice and encouragement to staff members through a co-ordinated approach.
 - Write compelling, bespoke communications, working closely with project and finance teams to gather information, and maintain high standards of accuracy at all times.
 - Maintain ongoing communications by telephone and email,
 - Attend meetings and/or give presentations
 - Ensure annual plans of fundraising activities are in place
 - Ensure appropriate contracts or letters of agreements are in place for your portfolio of corporate partners.
 - Provide timely reports on how the money they raised has been spent

- Support the Senior Trusts and Corporate Fundraiser in the management of larger partnerships, for example helping out at events

New Business

- Research and develop new business opportunities within existing and new accounts, following up leads as requested by the Senior Trusts and Corporate Fundraiser, and identifying others.
- Work with the fundraising team to ensure that all unsolicited approaches from companies, including the matched funding of individual fundraisers, are responded to in a timely manner.
- Assist the Senior Trusts and Corporate Fundraiser in the preparation of applications for competitive Charity of the Year partnerships and other similar opportunities.

Administration

- Keep accurate, up-to-date Corporate Fundraising and Trust records in the ThankQ database and shared drive of plans and communications, in compliance with data protection legislation and best practice.
- Run reports from ThankQ as required
- Carry out other administrative tasks as necessary

Cross-team working

- Work closely with colleagues in the Fundraising and Communications Department to seize cross-team opportunities to increase income and awareness
- Liaise with other Sands internal teams as necessary in the preparation of proposals, meetings, reports and communications to companies.
- Provide support to fundraising colleagues when needed to maintain excellent supporter care

Maximising Fundraising Expertise

- Keep up to date with sector knowledge regarding corporate fundraising techniques, resources and donor trends and share knowledge with colleagues across Sands where relevant.
- Follows best corporate fundraising practice, and comply with relevant legislation,

General

- To undertake other duties as required by the Head of Fundraising & Communications and Senior Trusts and Corporate Fundraiser
- To work flexibly and proactively with other members of the team.
- To maintain confidentiality over personal information relating to staff.
- Abide by all Sands Policies and Procedures.
- Undertake all mandatory training as required.
- Participate in annual appraisal and personal development review.
- The post holder must familiarise themselves with matters relating to Health & Safety Management, as affecting themselves, their department and the organisation as a whole.
- Promote the Sands vision and values at all times.

Person Specification

Importance	Criteria	Assessment
Essential	Relevant experience in a Corporate or Trusts Fundraising team	Application and interview
Essential	Ability to write proposals, presentations and reports	Test, application and interview
Essential	Experience of developing and maintaining positive relationships with corporate supporters	Application and interview
Essential	Effective verbal communication both on the telephone and in person with companies	Application and interview
Essential	Experience of research using a variety of tools and techniques	Application & interview
Essential	Strong IT skills including the use of basic software, and a fundraising database	Application and interview
Essential	Ability to cope with demanding situations and work to tight deadlines	Application and interview
Essential	Good interpersonal skills including team working	Application and interview
Essential	Strong organisational skills	Application and interview
Essential	Financial literacy	Application and interview
Essential	Ability to work occasional evenings and weekends and to undertake occasional travel throughout the UK	Application and interview
Essential	Empathy with Sands and its aims, and sensitivity to talk about bereavement	Application and interview
Essential	Educated to degree level or equivalent experience	Application
Desirable	Ability to understand a project budget	Application and interview
Desirable	Experience of Trust and/or Major Donor Fundraising	Application and interview
Desirable	Experience of working in a charity with a strong local group or branch structure	Application and interview
Desirable	Understanding of the voluntary sector, including funding issues	Application and interview