

JOB DESCRIPTION

Job Title:	Partnerships Executive (Individuals)
Reports to:	Senior Partnership Manager - Corporates In addition to line management support this role will work closely with Senior Partnerships Manager (Trusts)
Location:	School-Home Support Centre Office, Stratford, with occasional travel (predominantly London but potentially UK wide)
Liaison:	Organisation wide
Contract:	Permanent
Annual Salary:	up to £35k depending on skills and experience
Benefits:	28 days annual leave, pension, life assurance, employee assistance programme

Purpose of Role

This is a new role within School-Home Support's small, dynamic fundraising team. The role has a remit to develop new support from individuals, by this we mean major donors, individuals donating through family trusts, and individuals with the capacity to donate to the level of "SHS Champion". The role will also involve developing our stewardship of existing and new supporters. You will work with the two Senior Partnership Managers to cultivate new relationships and be responsible for stewardship of existing and new supporters.

1. Family Trusts/ Major Donors - Identify individuals with family trusts or the potential to become major donors, cultivating new support and developing School-Home Support's stewardship activities. We have a small existing portfolio of family trusts and major donors, with the potential to significantly grow this income stream.
2. SHS Champions - This is a relatively new initiative enabling individuals giving £100 a month to support and learn about the work we do. A key element of this role will be to identify potential champions both from within School-Home Support's database of contacts and to cultivate new relationships with individuals motivated to support our cause. The role will take the lead in developing new Champions, both in terms of growing the financial target and consistently managing relationships keeping donors engaged and motivated by School-Home Support's work.

Organisational vision

School-Home Support gets children and young people back into school, ready to learn, whatever it takes. For 35 years, SHS has been working with children, families and schools to break the long-term cycle of deprivation. Without intervention, what starts as poor school attendance can become low educational attainment, anti social behaviour, crime, low paid or no job - generation after generation.

Fundraising within SHS

More and more schools and families are desperate for the support SHS can offer to children and young people who are struggling to stay in school often due to multiple and complex issues families are facing at home. To meet this increased demand, requires a major investment in our services, existing and new, from both earned and raised income.

The income target for the fundraising team for 2018/19 is £1.4m, a significant part of which must support School-Home Support's central functions as well as service growth. The SHS fundraising model is high income, low cost, high margin.

The successful candidate will be:

- An effective communicator with a track record in cultivating and managing major donors and individual supporters.
- Focused and committed to raising funds under this income stream (circa £110k)
- Highly entrepreneurial and flexible in their approach to the individual giving sector.
- Highly organised, and understand the importance of prioritisation and targeting.
- Financially literate, capable of interpreting School-Home Support's financial needs clearly externally.
- Capable of developing strong relationship with individuals at all levels.
- Capable of clear and persuasive written communication.
- Maintain a high level of knowledge of current developments within the individual giving and broader charitable sector.
- Be ambitious, for SHS and themselves.

Working contacts

Internal

The post holder will be required to liaise extensively with colleagues throughout the organisation.

External

The post holder will be required to liaise with a wide network of prospective supporters, Other senior external supporters, corporate volunteers, family trusts and School-Home Support's small portfolio of existing champions.

Tasks and Responsibilities

Development and Income Growth

- To be responsible for ensuring the targets for fundraising for "individuals" are met. Targets will be outlined in the annual budget and agreed with the Senior Partnerships Manager.
- To grow SHS Champions from an embryonic initiative to fully fledged income stream.
- To lead the identification, research, evaluation and development of new individual, family trusts and major donor leads, growing the pipeline of new individual prospects.
- To develop School-Home Support's offer to major donors and family trusts growing the income stream and working in collaboration with Senior Partnership Managers.

Relationship Fundraising

- Support and contribute to fundraising and engagement events e.g. by identifying prospects, potential guests, attending events, managing the follow-up process with individual prospects etc.
- Ensure the maintenance of accurate and up to date records on all interactions with corporates and individuals.
- To maintain and develop existing relationships with prospects through effective donor relationship management (stewardship) including the writing of compelling proposals, informative and timely updates, phone calls, face to face meetings, school visits etc.
- Develop an in depth knowledge of School-Home Support's work in order to create compelling cases for support.

General

- To efficiently and accurately update and manage internal reporting including keeping accurate up to date records in our Salesforce CRM database and to regularly meet with and update the Senior Partnerships Manager.
- To advise SHS colleagues on new developments in fundraising related to individuals, through research, reading and attending external meetings. Keep up to date with developments in the sector .
- To ensure that a high level of confidentiality is maintained in all aspects of working with children, young people and their families.
- To undertake training, as required, in order to carry out duties of the post in an informed, effective and efficient manner.
- To attend internal team meetings/events and external meetings/events as required, including occasional UK-wide travel.

This job description is not exhaustive; it merely outlines the key tasks and responsibilities of the post. These key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post-holder. You will be expected in undertaking the above role to comply with any policies and procedures that SHS and schools may issue.

PERSON SPECIFICATION

Experience, knowledge, skills and abilities (Desirable)

(Essential/

Educated to degree level or equivalent	D
A minimum of two years' experience of fundraising in the charity sector, with a successful track record of securing funds from individuals (including five figure gifts)	E
Demonstrable experience of achieving challenging income targets.	E
Excellent writing skills, with demonstrable experience of writing high quality applications, proposals, reports or updates.	E
Excellent verbal communication skills, including the ability to deal tactfully and effectively with a wide range of stakeholders and with varying messages.	E
Demonstrable experience of successfully identifying, researching and developing new relationships with prospects and converting them into supporters.	E
Experience of stewarding supporters to successfully achieve long term support.	E
Good organisational skills and the ability to prioritise, work on own initiative, to be self-motivated and able to "make things happen."	E
Ability to think analytically, creatively and laterally to identify opportunities and to find solutions.	E
Excellent IT and administrative skills.	E
Highly numerate with experience of managing high value budgets.	D
Experience of creating and delivering compelling and persuasive presentations.	D
Experience of working in the education, health or social care sectors with an understanding of the issues affecting children, young people and their families.	D
Experience using a CRM database	D