Sands

Application Information

**Senior Trust and Corporate Fundraiser**

**(Maternity Cover until 31st May 2017)**

October 2016

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](http://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 looking for an experienced Senior Trust and Corporate Fundraiser to support the Head of Fundraising and Communications in implementing Sands’ trust and corporate strategy, with specific responsibility for developing and growing the trust and corporate funding portfolios.

This a high-profile and rewarding role which will involve developing first class trust proposals and new approaches to trust fundraising, researching new business opportunities plus working with other Sands departments to identify opportunities for corporate fundraising. Additionally, you will

proactively build and develop strong relationships with internal and external stakeholders and involve them in an appropriate way to ensure long term positive outcomes.

You will have relevant experience in a similar role achieving five-figure gifts from trusts and companies, and have an excellent understanding of account management. With demonstrable experience of writing engaging proposals, presentations and reports you will be able to undertake research using a variety of tools and techniques.

A highly effective verbal communicator, you will be able to develop and maintain productive relationships with trusts and companies, including planning and co-ordinating donor journeys. A highly-organised approach is essential, as well as being able to cope with demanding situations and working to tight deadlines.

To apply:

Please return the completed application form and monitoring form to [**recruitment@uk-sands.org**](mailto:recruitment@uk-sands.org) by the closing date below:

**Closing date for applications 13th November 2016**

**Interview Date: 24th November 2016**

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:** Senior Trust and Corporate Fundraiser

**Responsible to:** Head of Fundraising and Communications

**Location:** Victoria Charity Centre, 11 Belgrave Road, London, SW1V 1RB

**Contract:** Fixed-Term until 31st May 2017

**Salary:** £28,072 per annum plus £3109 per annum London Weighting Allowance

**Hours:** 32 Hours per week

**Main Purpose of Job:**

To support the Head of Fundraising and Communications in implementing Sands’ trust and corporate strategy, with responsibility for developing and growing the trust and corporate funding portfolios.

**Trust fundraising**

* Develop first class trust proposals by adapting writing style and information to meet the team’s income objectives.
* Take an innovative approach to securing income, looking at new approaches to trust fundraising to meet strategic objectives.
* Ensure that funders are stewarded at an appropriate level for their capacity to support Sands’ services.
* Write compelling, detailed fundraising reports, working closely with project and finance teams to gather information, and maintain high standards of accuracy at all times.
* Research new and existing prospects using a variety of tools and techniques.
* Plan and co-ordinate trust fundraising donor journeys including the best timings for: applications, proposals, meetings and reports.

**Corporate Fundraising**

* Research and develop new business opportunities within existing and new accounts.
* Work with internal Sands teams to identify opportunities for corporate fundraising, adding value where necessary.
* Liaise with other Sands internal teams as necessary in the preparation of proposals, meetings and communications to companies.
* Write compelling proposals and reports for companies as required.
* Support the fundraising team on key accounts where necessary.

**Trust and Corporate Fundraising**

* Keep up to date with sector knowledge regarding trust and corporate fundraising techniques, resources and donor trends and share knowledge with colleagues across Sands where relevant.
* Keep accurate, up-to-date records in the ThankQ database and shared drive of plans and communications in compliance with data protection legislation and best practice.
* Support the fundraising team in preparing and delivering pitches and proposals where required.
* Undertake other tasks from time to time as required by the Head of Fundraising and Communications.

**Managing Stakeholders**

* Develop relationships with current external stakeholders, and identify and cultivate relationships with new ones in a variety of ways including by phone, in writing and face to face meeting as appropriate.
* Actively seek stakeholder involvement, engagement and feedback, using information gained to have a positive impact on their work and the projects they are delivering.
* Proactively build strong relationships with internal stakeholders, involving them in an appropriate way to ensure long term positive outcomes.

**General**

* To undertake other duties as required by the Head of Fundraising & Communications and Fundraising & Events Manager from time to time.
* 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.

**This job description is not contractual and is liable to change over time**

**Person Specification**

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| **Importance** | **Criteria** | **Assessment** |
| Essential | Relevant experience in a similar role achieving five figure gifts from trusts and companies | Application & Interview |
| Essential | Ability to write engaging proposals, presentations and reports for trusts and companies | Application & Interview |
| Essential | Experience of prospect research using a variety of tools and techniques | Application & Interview |
| Essential | Experience of developing and maintaining positive relationships with trusts and companies | Application & Interview |
| Essential | Effective verbal communication both on the telephone and in person with trusts and companies | Application & Interview |
| Essential | Experience of planning and co-ordinating fundraising donor journeys for trusts and companies | Application, assessment & Interview |
| Essential | Excellent understanding of account management of trusts and companies | Application & Interview |
| Essential | Experience of developing and implementing trust and corporate strategies | Application & Interview |
| Essential | Strong IT skills including the use of basic software | Application & Interview |
| Essential | Ability to cope with demanding situations and work to tight deadlines | Application & Interview |
| Essential | Good interpersonal skills and ability to promote and develop team work | Application & Interview |
| Essential | Strong organisational skills | Application & Interview |
| Essential | Ability to work occasional evenings and weekends and to undertake occasional travel throughout the UK (volunteering for 2-3 fundraising events per year) | Application & Interview |
| Essential | Empathy with Sands and its aims | Application & Interview |
| Essential | Educated to degree level or equivalent | Application |
| Desirable | Ability to manage budgets for discrete projects and negotiate | Application & Interview |
| Desirable | Familiarity with fundraising databases | Application & Interview |
| Desirable | Financial literacy of charitable accounts | Application & Interview |
| Desirable | Good understanding of the voluntary sector, including funding issues | Application & Interview |
| Desirable | An understanding of maternity, health care policy and practice across the UK | Application & Interview |