

Senior Corporate and Philanthropy Executive

Job Title:	Senior Corporate and Philanthropy Executive
Location:	Helen Bamber Foundation office, London
Responsible to:	Head of Fundraising & Communications
Hours:	Full-time (37.5 hours per week)
Salary:	£27,500
Benefits:	27 days holiday plus 4% matched pension contribution

BACKGROUND

The Helen Bamber Foundation (HBF) is a specialist clinical and human rights charity that works with people seeking asylum and refugees who are Survivors of trafficking, torture and other forms of extreme human cruelty. We believe that all Survivors should have safety, freedom and power to rebuild their lives

Asylum Aid is a committed and collaborative charity dedicated to protecting people from persecution by providing legal representation and access to justice for refugees and people seeking asylum.

In 2020, Helen Bamber Foundation and Asylum Aid came together to form the Helen Bamber Foundation Group, sharing our common mission of giving Survivors the strength to fly.

We exist to ensure that all Survivors of trafficking and torture are free, healthy and safe, are protected from re-victimisation, detention and poverty, and have the ability and agency to integrate in and contribute to the communities around them. We use our unique expertise to drive change and improve practice and policy for all Survivors, delivering impact beyond the clients we serve directly.

We are supported by our President, Dame Emma Thompson, who is a fantastic champion of our mission, and who hosts our flagship event, The Conversation, every year.

OVERVIEW OF THE ROLE

This exciting role is responsible for delivering income from a range of high-value donors, with a focus on major donors and corporate partnerships for both the Helen Bamber Foundation and Asylum Aid. We are looking for an ambitious and strategic fundraiser with a proven track of developing new business and growing existing funding partnerships. You will be a confident and results-focused fundraiser with excellent communication skills and who can respond creatively to the operational and financial needs of the charities.

The post holder will have experience of delivering successful corporate partnerships and/or securing gifts from high net-worth individuals, and will be driven by building positive and productive relationships with funders. This role will help raise the profile of Helen Bamber Foundation and Asylum Aid by supporting the development of external communications, ultimately enabling us to raise more income.

As Senior Corporate and Philanthropy Executive, you will be reporting to the Head of Fundraising and Communications and will be supporting the Director of Fundraising and Communications to achieve ambitious but realistic income targets. The post holder will perform a wide range of responsibilities, such as researching new funding partners, developing bespoke funding proposals, coordinating our flagship major donor event, stewarding existing relationships with corporate and philanthropic partners and creating inspiring content for our partners.

You will be part of a close-knit team that is collaborative, proactive and effective and dedicated to supporting Survivors of trafficking and torture. The team is led by a Director of Fundraising and Communications, and includes a Head of Fundraising and Communications, a Grants Manager and Grants Executive.

MAIN DUTIES AND RESPONSIBILITIES

1. Corporate and Philanthropy Income Generation and Account Management

- Lead on the delivery of successful new corporate and philanthropic partnerships, building strong relationships and securing income;
- Closely support the Director of Fundraising and Communications and the Head of Fundraising and Communications in their stewardship and cultivation of corporate and philanthropic partnerships;
- Provide excellent relationship management, ensuring that HBF Group's donors have a best-in-class stewardship experience, leading to the renewal and uplift of partnerships and gifts;
- Develop a pipeline of new donors by researching corporate partnerships and by employing peer-to-peer introduction strategies with high-net-worth individuals;
- Lead on the development of high-quality funding applications, pitches and other external communications materials that inspire our partners and raise Helen Bamber Foundation's profile
- Develop and implement cultivation and stewardship plans for key accounts;
- Plan and host meetings and programme visits for current and prospective funders, including meetings with senior team members and other relevant stakeholders, as appropriate;
- Working closely with colleagues across the charity, prepare timely and accurate reports for funders that demonstrate the impact they are achieving in partnership with the Helen Bamber Foundation Group;
- Keep up to date on sector trends and identify ways to improve research and grow our new business opportunities.

2. Fundraising Communications

- Support the development of the organisation's 'gold standard' communication practices and their implementation across all departments;

- Lead on the coordination of our yearly flagship philanthropy event, 'The Conversation,' collaborating with colleagues, consultants and high-value supporters to deliver on our fundraising target. The event is hosted by our President, Dame Emma Thompson, and over the years we've had a huge variety of guests including Stephen Fry, Colin Firth, Fergal Keane, Anish Kapoor and Lyse Doucet;
- Develop creative and bespoke communication content that is tailored to a diverse range of fundraising audiences, including case studies, pitch decks, short videos and other social media content;
- Raise the Helen Bamber Foundation Group's external profile by maintaining our websites and social media presence;

3. Other Responsibilities

- Proactively participate in the team's administrative processes, accurately capturing donor communication and financial records on our systems;
- Closely collaborate with colleagues in the Fundraising and Communications Team to develop and share resources that are supportive of the team's fundraising strategy;
- Support and contribute to the effective monitoring and evaluation processes of the charity;
- Contribute to the Fundraising and Communication Department's reporting requirements for Directors and Trustees by maintaining a clear and accurate record of financial information;
- Attending and contributing to fundraising events, team meetings and strategy days;
- Provide support to the fundraising team as required in line with experience.

PERSON SPECIFICATION

The successful candidate will be a passionate relationship builder, with a flair for writing, and will be highly proactive, self-motivated and organised. They will effectively balance competing priorities and will work collaboratively with the other members of the Fundraising and Communications Team and the wider charity. The candidate will have the opportunity to develop their experience across various income streams as the Helen Bamber Foundation and Asylum Aid continue to grow our fundraising and deliver impact for our clients.

Essential

- Experience working with high value donors;
- Demonstrable experience of securing income from corporate partnerships and/or through philanthropic partnerships, with a focus on new business;
- Demonstrable experience of successfully stewarding and growing existing relationships with corporate partnerships and major donors;
- Demonstrable experience of creating written content that is bespoke and engaging, and that directly supports fundraising activities;
- Exceptional organisational skills with experience of managing multiple tasks and prioritising effectively;
- Excellent ability to communicate in writing and in person;
- Excellent attention to accuracy and detail;

- Good interpersonal and team working skills, with an ability to work independently and seize opportunities;
- Computer literate with experience of managing / maintaining databases and confident in using all MS Office programmes;
- Understanding of, and commitment to, the objectives of the Helen Bamber Group.

Helen Bamber Foundation and Asylum Aid are equal opportunities and Living Wage employers. We are committed to attracting and recruiting diverse candidates as we are keen to make sure that our staff, trustees, volunteers and ambassadors reflect the communities we serve and the wider community we work in at every level within the organisation.

Please note that the successful candidate will be offered the job subject to suitable references and a DBS (CRB) check.

Please submit an up-to-date CV and a short covering letter outlining how your skills and experience match the listed duties, responsibilities and person specification to Alexandra Ciucu, Head of Fundraising and Communications at jobs@helenbamber.org by 9 am on Monday, 7th February 2022. Interview date TBC. Please note exceptional candidates may be contacted before the deadline.

We regret that we can only respond to applicants who make it to the interview stage. No agencies please.