

Corporate and Philanthropy Executive

Job Title:	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:	£24,000 - £26,500
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 (AA) 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 a 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. 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 will support on the delivery of income from a range of high-value donors within our philanthropy and corporate income streams. This position is key for both Helen Bamber Foundation and Asylum Aid and the postholder will work closely with the teams' senior leadership, enabling the Head of Fundraising and Communications and the Executive Director to build successful funding partnerships.

We are looking for a bright and ambitious fundraiser who is looking to develop their fundraising, communication and event-planning skills, and who is excited by the opportunity to work closely with a diverse range of funders. The Corporate and Philanthropy Executive will be results-focused, well-organised and an effective communicator. This role best suits someone who is eager to learn and work as part of a tight-knit and successful team, and who can respond creatively and proactively to our current and future donors' requests.

The candidate will preferably have some experience working or volunteering in the charity sector, and we welcome applications from candidates with transferrable experience, such as working in a client-facing role, in a communications position, copywriting or in event-planning.

As Corporate and Philanthropy Executive, you will be reporting to the Head of Fundraising and Communications and will have an allocation of your time dedicated to directly supporting the Executive Director of Fundraising and Communications to achieve ambitious but realistic team income targets. The post holder will perform a wide range of responsibilities, such as researching new funding partners, developing bespoke funding proposals, supporting the coordination of our flagship philanthropy and corporate event, helping to steward existing relationships with corporate and philanthropic partners and generating new income from new partners.

You will be part of a Fundraising and Communications team that is collaborative, proactive, effective and dedicated to supporting Survivors of trafficking and torture. We have a great culture of learning and nurturing our talent internally and we are looking for someone who shares our drive to build successful funding partnerships which deliver impact for Survivors.

MAIN DUTIES AND RESPONSIBILITIES

1. Corporate and Philanthropy Income Generation and Account Management

- Develop high-quality funding applications, pitches, reports and other external communications materials that inspire our partners and raise Helen Bamber Foundation's profile;
- Closely support the Executive Director of Fundraising and Communications and the Head of Fundraising and Communications in their stewardship and cultivation of corporate and philanthropic partnerships;
- Contribute to a culture of 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;
- Researching corporate partnerships and supporting the implementation of peer-to-peer introduction strategies with high-net-worth individuals;
- Leverage fundraising skills to support the wider fundraising team across income streams, such as trusts and foundations based on business needs as agreed with senior management;
- In collaboration with the wider team, support on the development and implementation of 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;
- Keep up to date on sector trends and identify ways to improve research and grow our new business opportunities.

2. Other Fundraising Responsibilities

- Lead on the team's administrative processes, accurately capturing donor communication and financial records on our systems;
- Develop creative and bespoke communication content that is tailored to a diverse range of high-value audiences, including case studies, pitch decks, short videos and other content;
- Support on the coordination of our yearly flagship philanthropy and corporate 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 presenters including Stephen Fry, Colin Firth, Anish Kapoor and Lyse Doucet;
- Lead on the support of the individual giving and community income streams, which represent a modest proportion of our income.
 - 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;
 - Attend and contribute to fundraising events, team meetings and strategy days.

PERSON SPECIFICATION

The successful candidate will focus on building positive relationships both internally and externally, will have a flair for writing, and will be highly proactive and organised. They will effectively balance competing priorities by closely coordinating with their line manager and will work collaboratively with the other members of the Fundraising and Communications Team and the two charities. 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

- Some experience working in an external-facing role, whether in a paid or volunteer position;
- Demonstrable experience of building positive relationships, ideally within a fundraising context;
- Experience of creating written or visual content that is bespoke and engaging;
- Excellent organisational skills with demonstrable 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 databases and confident in using all MS Office programmes;
- Understanding of, and commitment to, the objectives of the Helen Bamber Foundation 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, 18th September 2023. Interviews will take place on a rolling basis, so please apply as early as possible.

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