

(Senior) Officer Trust and Foundation Fundraising Recruitment Pack



About Us



CBM UK

CBM is the world's largest international Christian disability organisation, reaching out to 81 million people with or at risk of disability in some of the poorest communities of the world. CBM supports 650 projects across 63 countries in Africa, Asia, Latin America and the Middle East. Working through local partners and based on Christian values, we tackle poverty, prevent blindness, improve health and support disabled people.

CBM UK is one of 11 member associations around the world and is based near Cambridge. Our team of 28 staff, together with our committed Board of Trustees, has ambitious plans for the future.

Our Fundraising and Communications Department is a dynamic team of 14, dedicated to maximising funds available for our charitable work and increasing the impact of CBM and our key messages. Our fundraising streams currently include major individual donors, trusts & foundations, legacies, corporate partnerships, direct marketing, community fundraising, as well as statutory partnerships.

Sitting within the Fundraising & Communications department, the **Major Relationships Team** is responsible for recruiting, developing and retaining significant supporters, including individuals, trusts & foundations, companies and legacy prospects & pledgers.

Employee Benefits

- All full-time employees are entitled to 25 days holiday per year in addition to UK public holidays
- CBM places an emphasis on professional development and training for its employees in order to enable them to fulfil their roles. We support employees in their desire to further their qualifications and careers, including offering opportunities to undertake study for relevant qualifications
- A visit to one of our projects overseas may be possible
- Salaries are regularly reviewed to attract, develop, motivate and retain the appropriate calibre of employees
- We offer family-friendly benefits for staff members with a young family to look after – flexible working, homeworking, maternity/paternity/adoption and parental leave policy
- CBM UK offers a competitive pension scheme. Subject to a staff member making a minimum pension contribution of 5%, CBM UK will make a payment of 7% of annual salary towards the organisation's pension scheme.
- As part of its commitment to its work with disabled people, CBM UK is a Disability Confident Employer (formerly the "two ticks" scheme) and aims to help successfully employ and retain disabled people and those with health conditions. We have a comprehensive equality and diversity policy
- CBM UK offers a free Lifestyle Counselling Helpline & Online Support Service for counselling and support
- Childcare Vouchers
- Bike to work scheme
- Season Ticket loan
- Free tea/coffee facilities, with weekly fruit bowl.

Role - (Senior) Officer – Trust and Foundation Fundraising

We are recruiting for an exciting (Senior) Officer role in Trust & Fundraising. This is a key post, maximising CBM UK's income from charitable trusts, foundations and companies. You will research, compile and submit compelling funding proposals and reports, attend pitches and presentations, manage fundraising initiatives and develop strong and effective relationships. You will be part of a highly-skilled, motivated and fun Major Relationships team.

Salary: £22,619 to £31,523.92 (Band 2 or 3 dependent on experience).

Location: Oakington, near Cambridge (potential move to central Cambridge in 2018).

Key responsibilities

- a. Research the charitable interests and other relevant information of appropriate organisations and key decision makers to help identify, solicit and cultivate supporters.
- b. Implement systems for mapping contacts, including connections with CBM UK existing networks, and ensure appropriate follow-up is carried out.
- c. Write and develop compelling, tailored applications/proposals inspire major financial support. Where appropriate source images and obtain case studies and content from others. Contribute to the development of a strong overarching case for support.
- d. Prepare and deliver appropriate communications, including updates about project progress and timely high quality narrative and financial reports.
- e. Organise trust/corporate/foundation events, visits and meetings, including those attended by CBM representatives. Represent CBM at face-to-face engagements.
- f. Support Head of Major Relationships in presentations and fundraising pitches.
- g. Prepare briefs on organisations and associated individuals for colleagues.
- h. Raise funds from companies with the potential to raise at least £2k per year, including via staff fundraising, payroll giving, sponsorship, cause-related marketing, Charity of the Year schemes and Gifts in Kind. Generate active ideas that add value to partnerships. Work closely with the Communications team to ensure that media coverage opportunities are maximised and the impact communicated clearly to the company partner. Develop fundraising tools and materials suitable for CBM UK corporate fundraising. Work with external advisors on any necessary legal agreements.

Communications and networking

Internal

- i. Develop and maintain a detailed knowledge of CBM UK's work, current objectives and future plans in order to match supporter organisation interests effectively, produce appropriate and timely communications reflecting the funding needs and operational priorities of CBM UK

- ii. Work closely with the Programmes team to develop appropriate content and budgets for fundraising communications.
- iii. Liaise with the Communications team on the production of relevant supporting materials.
- iv. Feed supporters/prospects to other appropriate fundraising programmes, including major donor, direct marketing and community fundraising.
- v. Work with other teams, including CBM International to maximise cross-fertilisation opportunities and integrated working.

External

- i. Strong relationship development of supporters and prospects through face-to-face meetings, presentations, phone and email. Act as main contact point, ensuring the highest standard of supporter care at all times.
- ii. Work with project partners to gain information and organise visits to strengthen trust, foundation and corporate fundraising.
- iii. Appropriate networking to find new company prospects, such as Chamber of Commerce functions.
- iv. Maintain an awareness and anticipation of charity sector trends relating to trust, foundation and corporate fundraising to enable CBM to respond and adapt quickly.
- v. Be an outstanding advocate for CBM, delivering communications in line with the vision and values of the charity.

Planning, reporting, budgets

- a. Ensure appropriate recording of trust, foundation and corporate activity through the database (alms.net) where possible or standard spreadsheets or files.
- b. Work closely with finance and programme colleagues to ensure all grants are correctly allocated and used and conditions met.
- c. Collate data and information to enable reporting for key performance indicators, milestones, budgets and targets to facilitate informed decisions and improved working practice.

Other

- a. In the event of a humanitarian crisis, contribute to developing an emergency appeal to appropriate trust, foundation and corporate supporters at short notice.
- b. Support the Head of Major Relationships in developing strategies for trust, foundation and corporate fundraising.
- c. Occasional travel, mainly in the UK but sometimes overseas. Includes some out of normal office working hours.
- d. Help develop a culture of enthusiasm and success that reflects the ambitions of CBM UK.
- e. Carry out any other duties as required.

Person Specification

Experience & Knowledge	
Experience and demonstrable success working in trusts/foundations or company fundraising, securing at least five figure gifts.	Essential
Experience developing strong case for support and/or tailored trust/company fundraising proposals.	Essential
Experience working with relationship fundraising database.	Essential
Knowledge of trust/company research techniques.	Essential
Knowledge of disability issues.	Desirable
Skills/Competencies/Personal Qualities	
Outstanding written communications skills. Good verbal and group presentation skills. Excellent English language skills.	Essential
Able to develop compelling content and present CBM UK's work in innovative ways, which inspire gifts and allow supporters to have major impact.	Essential
Confident in asking for (financial) support.	Essential
Intellectual curiosity to understand complex arguments with international development.	Essential
Strong organisational skills. Effective time-management with the ability to prioritise multiple tasks to ensure deadlines are met.	Essential
Able to summarise and accurately record supporter information.	Essential
Understanding of supporter interests; appreciation of different types of company partnerships and supporter motivations.	Essential
Analytical skills: creative thinking to process complex documents and create accessible, engaging proposals and reports.	Essential
A 'can-do' attitude that thrives on challenges. Target driven.	Essential
Friendly manner, able to build strong relationships.	Essential
Adept in use of MS Office, including Excel.	Essential
Excellent numeracy skills for budgeting and financial analysis.	Desirable
Qualifications, Training and Education	
Educated to degree level or equivalent.	Essential
Professional fundraising diploma level qualification (e.g. IoF).	Desirable

Useful Information

Shortlisting and Interviews

CBM UK is an equal opportunities employer and we are committed to ensuring all applications are treated fairly.

All applications are subject to our shortlisting process; if you are shortlisted we will contact you and invite you to attend an interview. You will also be advised at this point if there will be any skills tasks to complete as part of the recruitment process.

Diversity Policy Statement

Everyone has the right to be treated with consideration and respect. CBM UK is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity and productivity of each individual. CBM UK aims to ensure that all staff, volunteers, donors, partners, contractors, and the general public are treated fairly. This will be regardless of sex, sexual orientation, gender re-assignment, marital or civil partnership status, race (including colour, nationality, ethnicity, or national origin), disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status.

Use of Curriculum Vitae (CVs)

Our policy is to recruit and employ our employees on the basis of their suitability for the work to be done. An application form allows us to compare individuals based on like for like information and as such we do not accept a CV unless accompanied by a fully completed application.

Employment Checks

All offers of employment are made subject to the following criteria: Proof of eligibility to work in the UK, proof of residency and satisfactory employment screening, and three references satisfactory to CBM UK and, if required, a DBS Check.



How to apply

Closing Date: 9am, 5th January 2018

Potential Interview Dates: TBC

Application forms can be downloaded from:

<http://www.cbmun.org.uk/who-we-are/work-for-us/>

The completed form and a cover letter should be emailed to Trena Battams trenab@cbmun.org.uk.

Alternatively, you can post your application to:

Trena Battams—Office Manager
CBM UK
Oakington Business Park
Dry Drayton Road
Oakington
Cambridge
CB24 3DQ

Should you have any questions or wish to discuss your application further please contact: -

Trena Battams on 01223 484700 or trenab@cbmun.org.uk.

