



THERAPY AND SUPPORT FOR
CHILDREN AND THEIR FAMILIES

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Recruitment Pack

Role: Corporate Fundraising Manager

Because we know. Together we can make a difference.

About Cerebral Palsy Cymru

We are the leading charity in Wales for children and families living with cerebral palsy. As a national Centre of Excellence and experts in the field of cerebral palsy, we provide specialist physiotherapy, occupational therapy, and speech & language therapy in a transdisciplinary way so that each child benefits from the combined expertise of our therapists. Our Family Support Service offers a listening ear, practical advice, and emotional support. We share our knowledge and skills through collaborative working, courses, national and international conferences.

Cerebral palsy is the most common physical disability in children in the world and our mission is to improve the quality of life of all children in Wales living with cerebral palsy. We are an ambitious, passionate, hardworking, and friendly team who are motivated by the life-changing difference we make.

Corporate Fundraising Manager

This is an exciting opportunity for an exceptional fundraiser to join an ambitious and passionate Welsh children's charity and play a pivotal role in helping the charity grow its services for children and families in Wales living with cerebral palsy.

We are looking for someone who excels at relationship fundraising and who has specialist experience of securing and stewarding corporate partnerships and sponsorships.

This role offers the opportunity for line management of the Community and Events Fundraiser, helping shape the future of our dynamic team. The successful candidate will be a key member of the Fundraising & Communications department.

At Cerebral Palsy Cymru, we wholeheartedly believe in work-life balance. The Corporate Fundraising Manager role offers you the option to work flexibly and part-time, if required, ensuring a healthy work-life balance. Join our friendly, dedicated, and highly motivated fundraising team that thrives on collaboration and teamwork!

Title of post:	Corporate Fundraising Manager
Hours:	Full-time/ 36 hours per week with occasional weekend and evening work (Part-time/alternative hours will be considered for the right candidate)
Contract:	Permanent (probationary period of six months)
Salary:	Up to £30k (subject to discussion)
Location:	Based at our Children's Centre in Llanishen, Cardiff however we operate a flexible hybrid model which includes home working
Line Manager:	Director of Fundraising and Communications
Responsible for:	Community and Events Fundraiser
Summary:	To secure income from business partnerships and manage all associated stewardship and engagement activities

The role:

The Corporate Fundraising Manager will report to the Director of Fundraising & Communications and will be a member of the charity's small but passionate Fundraising & Communications team. The Corporate Fundraising Manager will provide the necessary energy, motivation, and fundraising expertise to enable the charity to grow income from local and national corporate partners.

The post holder will have substantial fundraising experience, a talent for building relationships and demonstrable experience in securing strong corporate partnerships.

General

- To act as an ambassador for the charity at all times
- To work collaboratively with colleagues from across all departments and contribute effectively to team meetings and plans
- To adhere to the codes of fundraising practice set by the Fundraising Regulator
- To record/ monitor all activity on Cerebral Palsy Cymru's CRM system
- To maintain confidentiality at all times and adhere to Cerebral Palsy Cymru's confidentiality policy.
- To carry out any other reasonable tasks as may be required to ensure an efficient and effective service

Corporate Fundraising

- Manage high quality, ongoing stewardship for existing corporate partners, identifying opportunities to increase support and strengthen engagement.
- Actively seek opportunities to research, network and connect with new corporate partners and charity of the year schemes.
- Seek sponsorship opportunities for a portfolio of annual fundraising events alongside encouraging event participation from corporate partners.
- Create and implement a range of events and cultivation activities aimed at corporates.
- Research and write applications to corporate trusts.
- To secure and manage in-kind partnerships where appropriate.
- Write and present compelling proposals and pitches to new partners.
- Work alongside Director of Fundraising on a corporate fundraising strategy to set and achieve annual targets.
- Manage a portfolio of corporate volunteering opportunities designed to engage existing and new corporate partners, based at both our children's centre, at events and at our charity shops.
- To monitor/ report on all income from businesses.
- To meet challenging income targets and manage any expenditure budgets associated with all of the above activity.

Community and Events

- To line manage the Community and Events Fundraiser, ensuring that community activities and events meet annual targets and are delivered to a high professional standard.

Person Specification

Requirement	Details	How assessed
Education/ qualifications essential	<ul style="list-style-type: none"> - Non-graduates welcome. - Evidence of continuous professional development. 	Application, certification, and interview
Education/ qualifications desirable	<ul style="list-style-type: none"> -Membership of relevant professional bodies 	Certification
Skills, experience and Knowledge essential	<ul style="list-style-type: none"> - Excellent organisational skills and the ability to prioritise workload -Ability to communicate with and engage a wide range of people, both internal and external, including a proven capacity for initiating and developing positive relationships with a cross-section of people with different skills, interests and motivations - Excellent written and verbal communication skills, including the capacity to give talks and presentations -Substantial experience of working with businesses and securing successful sponsorships and corporate partnerships -Excellent time management skills with the ability to work to tight deadlines and keep calm under pressure -Ability to negotiate bespoke partnership deals and benefit packages -Commercial awareness with knowledge of various corporate sectors -Demonstrable experience of organising events and/or projects and of growing engagement as a result -Good numeracy skills to manage budgets and targets. -A good working knowledge of Microsoft Office - including Teams, Outlook, Word and Excel - Excellent accuracy and attention to detail -A team-player with a positive, can-do attitude including the ability to work effectively and creatively with limited resources. -Demonstrable enthusiasm and passion to support our cause and to engage others with it -Flexible in approach to working patterns and ability to work extra hours as required to include evenings and weekends - Emotional intelligence to understand impacts of charity on patients, families, and supporters. - Empathy and commitment to Cerebral Palsy Cymru's values, purpose, and environment. -Focused approach, sense of initiative and 	Application, interview, presentation, certification (driving licence and insurance details)

	responsibility - Full clean driving' licence and use of a car for business use.	
Skills, experience and knowledge desirable	- Knowledge of Cerebral Palsy Cymru - Knowledge of the third sector - Knowledge of the tax and VAT issues surrounding fundraising and sponsorship - Welsh speaker	Application, interview

How to apply

Download and complete an application form from our website:

<https://www.cerebralpalsycymru.org/about-us/work-with-us-current-vacancies-and-opportunities>

Send your completed application form to **HR@cerebralpalsycymru.org**

Closing date: Sunday 19th November at 5pm

Interview date: Tuesday 28th November 2023

If you have any questions about the role or want to speak to a member of the team about the post, please contact Marie Wood on 02920 522600. **We would encourage the opportunity for an informal chat prior to application.**