Trusts and Corporates Fundraising Executive

Job description
November 2021

The Trusts and Corporates Fundraising Executive is responsible for overseeing and developing relationships with, and growing income from, valuable small trusts and corporate partners who support Book Aid International.

The Trusts and Corporates Fundraising Executive will also offer full administrative support to the Trusts and Corporates Manager.

This is a supportive role but with the opportunity to hold valuable relationships within the Trusts and Corporates income stream.

Responsibilities include:

- Manage relationships with small valuable trusts and corporate partners – providing high-quality stewardship and communications
- Develop and deliver our UK based corporate volunteering programme
- Organise mailings and cold approaches to possible corporate and trust supporters
- Research new trust and corporate funding opportunities and work with the Trusts and Corporates Manager to secure income from these new opportunities
- Manage relationships with UK bookshops who choose to support Book Aid International
- Organise meetings with potential new supporters with the Chief Executive, Head of Fundraising and Trust and Corporates Manager as appropriate
- As directed by the Trusts and Corporates Manager - provide administrative support including accurate data entry, recording correspondence and thanking donors
- Work closely with the Fundraising Team, to ensure the Charity’s overall income targets are met and exceeded.

Contribution to the role:

- Experience in an administrative and / or supportive role, preferably within a fundraising team and charity
- Experience of account or relationship management with institutional or individual donors
- Demonstrably very strong written and verbal English skills
- Good research skills and ability to present results
- Good computer skills including Word, Excel, and databases (Raiser’s Edge in particular)
- Independent and impeccably organised – ability to manage own workload and work to competing tight deadlines
- Supportive team player – able to work effectively with others
- Ambition to grow Book Aid International’s income from trusts, foundations and corporates
- Aptitude to uphold the values of Book Aid International.

Books change lives
About the team

The Fundraising Team support a diverse range of income streams including Corporate, Individual Giving, Trusts & Foundations and Major Donors. The Trusts and Corporates Fundraising Executive supports Book Aid International’s Trusts and Corporates income and relationships.

Team structure

Reporting line

The role reports to the Trusts and Corporates Manager.

Terms

Salary range
£24,700 - £29,100 per annum depending on experience

Contract
Permanent, full-time position

Working hours
9-5 pm

Place of work
Camberwell, London

Annual leave entitlement
25 days per annum PLUS bank holidays for full time staff

Other
Generous pension contribution - up to 8% employer contribution, good training and development budget, Life Assurance Policy, Employee Assistant Programme, flexible working.

Books change lives