



## The Great North Air Ambulance Service

### Job Description

**Job Title:** Corporate Fundraising Officer

**Main purpose of job:** Responsible and accountable for overseeing all corporate fundraising, whilst increasing the income from corporate donors, growing partnerships and building relationships with corporate supporters.

**Location:** Urray Nook, Eaglescliffe (Involves regular travel – must have full clean driving license)

**Hours:** Full Time (40 per week, can include both evenings and weekends)

**Contract Type:** Permanent

**Salary Range:** Band 3 £21,486 to £26,251

**Relationships:**

- Responsible to: Head of Fundraising
- Liaise with: Charity Volunteers/employees,  
Corporate Supporters

**Main duties and key responsibilities:**

1. Build new and existing corporate relationships to develop long term corporate support
2. Deliver successful corporate partnerships and relationships, providing excellent customer service to all partners ensuring requests, opportunities and issues are responded to in a timely manner
3. Research corporate prospects, identifying new prospects/leads and develop a strategy of approach
4. Assist in the preparation and submit proposals for Charity of the Year partnerships and deliver presentations/pitches
5. Conduct or support face-to-face meetings with corporate supporters
6. Maintain accurate data on the charities CRM system to identify trends and opportunities within corporate fundraising as appropriate.
7. Promote fundraising events and challenges to corporate partners
8. Act as first point of contact for all corporate enquiries and requests
9. Promote and drive forward individual giving campaigns to business and within the community working closely with the Marketing team
10. Provide regular reporting on all corporate fundraising and participate in internal meetings and communications.
11. Maintain and develop knowledge of the corporate fundraising market, whilst networking with other charities and attending sector events and training as necessary.
12. Assist the Head of Fundraising as necessary and take on duties as required.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by the organisation and the overall business objectives.

Signature.....

Date.....