**JOB DESCRIPTION**

**Corporate Fundraiser**

Purpose:

Wiltshire Digital Drive is a Community Interest Company (CIC) set up to refurbish and recycle donated laptops to gift back to the community, enabling education in Wiltshire and bridging the digital divide.

We have secured funding for a 3-year full-time Corporate Fundraiser. This role is focused on driving sponsorship and donations from corporate organisations and forming partnerships to support the development and sustainability of Wiltshire Digital Drive.

Key Duties:

* Taking ownership of our Business Hive offering and increasing membership by promoting opportunities for local businesses to make a difference in their community through sponsorship and donations of equipment.
* Being proactive in engaging with local businesses and potential partner organisations.
* Identifying stakeholders where there is mutual benefit in joint working and synergy with our vision, such as housing associations, IT training providers, venues for donation stations or distributors to help us to accelerate our impact.
* Contributing to PR and marketing activities to increase our visibility and appeal, including drafting press releases and keeping our Business Hive website content up to date.
* Using social media, including LinkedIn and other platforms, to promote our work and engage with the local business community.
* Supervision and mentoring of new team members as we expand, including potentially line managing Kickstart scheme participants.
* Representing Wiltshire Digital Drive at business and community networking events.
* Any other duties commensurate with the level of this post as reasonably requested by your line manager.
* To work in a manner which protects your own Health & Safety and that of others.

Key Success Factors:

* Meeting targets for securing sponsorship from corporate organisations to support the next phase of the Wiltshire Digital Drive’s development.
* Growing the Business Hive – developing our offering to the business community and proactively driving membership.
* Gaining corporate pledges of laptop refresh schemes.

**PERSON SPECIFICATION**

**Corporate Fundraiser**

KNOWLEDGE, TRAINING AND QUALIFICATIONS

ESSENTIAL:

* Knowledge of corporate fundraising methods and proven track record of success
* Good written English shown by a qualification in English Language at Level 2 or above

DESIRABLE:

* Chartered Institute of Fundraising qualification
* A degree level qualification in marketing, PR or media related subject OR relevant hands-on experience in a marketing related role

SKILLS AND EXPERIENCE

ESSENTIAL:

* Excellent relationship building skills, such as previous experience in client/member relationship management / business to business sales / corporate fundraising
* Confident, professional and friendly telephone manner, including being comfortable with making outbound calls to establish new relationships
* Experienced networker, able to draw on professional contacts through a variety of methodologies, from LinkedIn to attending events
* Experience using social media platforms for business purposes
* High attention to detail including good use of grammar and spelling
* Ability to convey ideas and messages in a concise, attention-grabbing way
* Time management and organisational skills
* Good administrative skills, including a working knowledge of MS Office packages
* Good research skills
* Analytical skills, for example experience of analysing data or trends and using this information to inform decision making
* Strong persuasive writing skills, demonstrated through experience in contributing to bids, grant applications, tenders, or award applications.

DESIRABLE:

* PR / marketing experience
* Supervisory experience
* Coaching skills

MOTIVATION, BEHAVIOUR AND ATTITUDE

ESSENTIAL:

* Passionate about our mission to provide technology to enable learning and remove barriers to education.
* Self-motivated, proactive and enthusiastic – someone who seeks out opportunities and makes things happen.

CIRCUMSTANCES

ESSENTIAL:

* Willingness and ability to travel within the Wiltshire area
* Flexibility to work both from home and in the office (Corsham/Westbury)
* Willingness and ability to attend occasional events outside of usual business hours