

UK DEAF SPORT JOB DESCRIPTION

Job Title:	Sponsorship and Fundraising Manager
Salary range:	£28,000 - £32,000 (depending on experience)
Hours of work:	37.5 hours per week
Unit/Team/Region:	National (England)
Location:	Working from home
Responsible to:	Executive Director
Contract status:	This role is funded by Sport England. This role is funded for one year when the successful candidate starts.
Annual Leave:	25 days annual leave plus bank holidays per annum.

OVERVIEW

We are UK Deaf Sport, the lead organisation for deaf sports in UK. We give support, raise awareness and campaign for deaf people, so they have the equal opportunities in sport and physical activity as everyone else.

There are 11 million deaf people in the UK. We're here for every deaf adult who needs us – no matter what their level or type of deafness or how they communicate. We support Deaf children, young people and adults, and work with decision-makers and professionals to overcome the challenges and barriers that prevent equal opportunities for deaf people in sport.

Alongside our colleagues we champion equal access and advocate for opportunities in deaf sports on an international stage with our partners.

ROLE

The Sponsorship and Fundraising Manager's overall purpose is to develop commercial and fundraising partnerships, all with the aim of increasing the organisation's income.

This role will have a key role in defining our long-term fundraising strategy, build key customer relationships, identify commercial opportunities, negotiate and close business deals, and maintain extensive knowledge of current market conditions.

Your role will require you to work with the Executive team to increase commercial and fundraising opportunities, and thereby maximise revenues for the organisation.

You will also grow and retain existing relationships through frequent account management and delivering added-value partner benefits.

DUTIES AND RESPONSIBILITIES

1. Fundraising and Supporter Management

1.1. High Net-Worth Individuals (HNWI) and Major Giving

- To work in collaboration with the Board of Directors and Executive Team, to create and ensure effective approaches to individuals and to propose and implement strategies for the solicitation of major gifts
- To work with Board of Directors, Executive Team, external fundraising consultants, and other senior volunteers to identify, research and approach potential major donor supporters
- To prepare and present individual cases for support and effectively make a personal ask to solicit funds
- To network and encourage warm supporters to make effective introductions and to build honest and trusted relationships with these individuals
- To identify, research and develop individual contacts able to gain introductions to significant grant making trusts who do not accept unsolicited donations
- To work with the Executive Team to develop proposals to deliver on prestigious and creative donor events (recruitment, solicitation, and acknowledgement) ensuring each event achieves its objective and meets its income target
- Take a lead on the development of new and existing major donor relationships and to secure four to six figure sums from these individuals
- To build relationships with local, regional and national companies as appropriate

1.2. Corporate Giving

- To research potential corporate supporters and plan and deliver engaging approaches to them to secure support for UK Deaf Sport projects and programmes.
- To identify, secure and develop new corporate partnership opportunities, focusing on Charity of the Year partnerships, corporate donations, sponsorship opportunities, employee fundraising, payroll giving and gifts in kind
- To provide excellent account management, design and deliver bespoke communications and organise cultivation events
- To act as an ambassador for UK Deaf Sport, representing the charity and undertaking public speaking at external events, including a wide variety of networking events
- To assist in the development of new corporate partnership products
- To maintain and develop knowledge of the corporate sector ensuring all fundraising opportunities are maximised
- To work collaboratively with colleagues across the organisation to maximise corporate fundraising income

1.3. Trusts and Foundations

- To pro-actively develop relationships with new funders and maintain relationships with a wide range of trusts, foundations and other grant giving institutions
- To support the UK Deaf Sport team to develop a relationship-based approach to Trusts and Foundations to enable an improved grant application success rate
- To work alongside external fundraising consultants to research and identify new funders, as well as manage an existing portfolio of Trust and Foundations and other grant giving institutions
- To work alongside external fundraising consultants and staff team to prepare high quality funding applications in line with the requirements of potential funders
- To work closely with internal teams to understand the work of the charity and build strong cases for support

2. Administration and Planning

- To implement all related administration, recording of income, banking, thanking and reporting for donations received, producing monthly activity and income reports
- To maintain accurate and up to date records for all contacts
- To develop and implement annual strategies and plans including income and expenditure budgets for Major Donors, HNWI, and Corporates
- To support the team with the maintenance of online fundraising platforms, social media feeds and associated communication tools

3. Other Duties

- To shape the fundraising development plans across all levels of the organisation
- To develop and maintain good relationships and communication channels with all staff and Board Directors
- To act as an ambassador for UK Deaf Sport and to lead key visits with prospective and current funders as necessary
- To ensure a full and up to date knowledge of fundraising ideas, developments in the sector and relevant areas of interest that could enhance fundraising
- To attend and support fundraising events and functions outside of the immediate area of work
- To support UK Deaf Sport in safeguarding and protecting the welfare of all young people
- To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality, and data protection, reporting concerns to an appropriate person
- To maintain and develop own professional knowledge and awareness
- To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities

UK Deaf Sport Sponsorship and Fundraising Manager

PERSON SPECIFICATION

Minimum	Desirable
Qualifications	<ul style="list-style-type: none"> • Degree level qualification • Member of the Institute of Fundraising
Knowledge and skills <ul style="list-style-type: none"> • Ability to understand the needs and interests of donors to develop relationships between them and the NHP • Proven ability to make a personal fundraising ask • An understanding and appreciation of the importance of donor cultivation and stewardship • Passion and knowledge in all aspects of the organisations work • Strong network skills • Excellent interpersonal and presentation skills • Working knowledge of MS Word, Excel PowerPoint • Ability to manage a diverse workload and priorities accordingly to meet set deadlines • Excellent interpersonal skills, including diplomacy, sensitivity, and negotiation 	<ul style="list-style-type: none"> • Demonstrate experience of a broad range of fundraising techniques • Thorough knowledge of charity law and fundraising practice, including tax effective giving and GDPR
Experience <ul style="list-style-type: none"> • 2+ years of HNWI, major donor and/or corporate fundraising experience 	<ul style="list-style-type: none"> • Experience in trust fundraising • Experience in a charity supporting young people
Personal Qualities <ul style="list-style-type: none"> • Innovative and creative, able to identify and act upon new opportunities • Excellent team skills with an ability to relate to and communicate with people on all levels • An excellent communicator with strong persuasive skills • A commitment to promoting and safeguarding the welfare of young people 	
Personal circumstances <ul style="list-style-type: none"> • Ability and willingness to work outside of regular working hours to attend events and meetings • Ability to travel 	