



CORPORATE FUNDRAISER
JOB DESCRIPTION & PERSON SPECIFICATION
FEBRUARY 2019

Dear Candidate,

Thank you for your interest in this Corporate Fundraiser role at Operation Smile UK. We are looking for a special person to join Operation Smile UK's corporate fundraising function for a full time contract, to work with our Corporate Partnerships Manager and wider Partnerships team to grow our corporate portfolio and contribute to our exciting plans for growth.

We are looking for a consummate corporate fundraising professional, specifically with experience in new business acquisition. We want you to be a "hunter" with an eye for new opportunities, as well as having skills in stewardship and relationship management. You must be able to work independently as well as part of a team, and communicate at different levels within the organisation.

We are a small team at Operation Smile UK, but we are ambitious and the SMT have recently designed a new 3-year strategy to significantly grow our income by 2022. You will play an integral part in the implementation of this strategy for corporate fundraising and in doing so, will help us achieve our goal of supporting more children born with a cleft lip and cleft palate.

About Operation Smile

Operation Smile is an international medical NGO that has provided hundreds of thousands of free and safe surgeries for children born with cleft lip, cleft palate or other facial deformities across 60 countries worldwide. Since 1982, Operation Smile has developed expertise in mobilising volunteer medical teams to conduct surgical missions in resource-poor environments while adhering to the highest standards of care and safety. It is estimated that billions of people lack access to basic surgical care.

Operation Smile believes every child suffering from cleft lip or cleft palate deserves exceptional surgical care and we are working towards SDG 3 to provide that access across the globe.

Why come to work for us?

We have powerful reasons for being in existence – babies, children and adults who need our care. Every 3 minutes, a child is born somewhere in the world with a cleft lip or cleft palate and not all countries are able to provide the surgical care required to repair these conditions.

Operation Smile is a global organisation with a global income of \$100 million; Operation Smile UK (OSUK) is a fundraising office for the organisation and works with Operation Smile Inc. (OSI) to fund programmes and place medical volunteers on medical programmes around the world. This international programme exposure is not only stimulating and dynamic but will give an added value to the skills and expertise of the successful candidate.

Please read our job description, visit our websites and read our latest Annual Report to learn more about us and the exciting times we have ahead.

May I wish you good luck with this job search and I look forward to reviewing your application.

Karen Jaques

CEO, Operation Smile UK

CORPORATE FUNDRAISER

<p>About Us</p>	<p>Since 1982 Operation Smile have helped to provide over 220,000 free surgical procedures to children across 60 countries worldwide.</p> <p>Working with a team of dedicated medical volunteers we're committed to help children born with cleft lip and palate conditions by providing safe and effective reconstructive surgery. We change the lives of children and their families forever, which costs £150 and takes just 45 minutes.</p> <p>With 1 in 500 children born with a cleft condition each year we need to expand our reach by raising more funds and help the world to smile, one child at a time.</p> <p>Operation UK is a fundraising office tasked with significantly increasing income over the next 5 years. Corporate fundraising is one area which we envisage this growth will come from and we are therefore strengthening our corporate function to facilitate this growth.</p>
<p>Summary of role</p>	<p>Reporting to the Head of Partnerships, you will be expected to drive forward our corporate acquisition activities. You will predominantly be identifying and pursuing new opportunities for partnerships - to include strategic engagement, employee giving, Charity of the Year, corporate sponsorship, CRM and philanthropic giving. You will be expected to prepare presentations, relevant cases for support and pitch with the ability to 'close' on asks.</p> <p>Research and development of a corporate pipeline of relevant organisations will be key. You will undertake your own research and development of prospects and liaise with the CPM to manage approaches.</p> <p>You will be an energetic, enthusiastic and proactive person with a proven track record in new business and partnership development. This role would suit a candidate looking for the next step in their career and to take significant responsibility for new business in a small and supportive organisation.</p> <p>The right candidate will be innovative, creative and a superb relationship builder. Good communication skills are a prerequisite for this role.</p>

<p>Main Responsibilities</p>	<p>New Business</p> <ul style="list-style-type: none"> • Identify, cultivate and win new corporate partnerships alongside the Corporate Partnerships Manager with a combined target of £150,000+ in new sources of income for the year ahead • Work with the Corporate Partnerships Manager to manage the corporate fundraising pipeline from identification, through research and to the ask • As new business come in, stewardship of organisations will be required based on workload and team dynamics - delegation and sharing of responsibilities with the CPM will be key • Support the implementation of corporate business plan to meet fiscal deadlines annually through teamwork with relevant colleagues • Identify trends and innovation in Third Sector corporate activities for discussion and uptake with CPM and HoP <p>Account Management</p> <ul style="list-style-type: none"> • Manage a pool of existing accounts to ensure their growth and longevity - strategic thought around growth will be necessary • Ensure precise and timely reporting and be responsible for the accountability process required by each partnership • Adopt the Operation Smile global strategy and best practices in order to apply a successful fundraising plan adapted to the UK audience <p>Organisational Responsibilities</p> <ul style="list-style-type: none"> • Contribute to the strategic plan for corporate fundraising activities (specifically with cultivation) in order to ensure the achievement of budget goals • Support the CPM in forecasting income projection related to the plan of activities (acquisition and cultivation) • Contribute to the development of systems, processes, practices and a corporate philanthropic culture across Operation Smile in the UK, taking necessary steps to ensure an innovative strategy and new tactics to sustain and increase corporate income • Regularly update RE database with prospect or donor details and actions • Manage Payroll Giving Agencies that are working on behalf of Operation Smile UK to ensure they are regularly updated on our work and are representing us in the most effective way • Actively contribute to annual planning and budgeting within the Fundraising team for each new fiscal year • Play an active role in the Partnerships team and across the organisation as a whole, to foster good working relationships and enhanced communications with colleagues
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<p>Professional qualifications & experience</p>	<ul style="list-style-type: none"> • 3-5 years' experience within a corporate fundraising environment • <u>Proven</u> track record in successful corporate pitches and proposals especially within the £50,000+ bracket • Ability to produce clear, professional, written materials to support business development opportunities with presentation of these • Evidence of ability to grow accounts and liaise with key stakeholders on multiple levels • Strong project and process management skills • Knowledge of RE preferred • Educated to degree level • Knowledge of international development preferred • Willingness to travel nationally and internationally
<p>Personal characteristics</p>	<ul style="list-style-type: none"> • Complete dedication and commitment to children & a non-profit mission • Excellent interpersonal and communication skills • Proficient user of PC and MS Office • Ability to work independently but cooperative within a team environment • Highly organised and self-motivated • International perspective and cultural awareness

To apply, please send your CV and a covering letter outlining your suitability for the role to: jobs.uk@operationsmile.org