



Job Description	
Job Title:	Partnership Fundraising Executive
Section:	Fundraising
Reports to:	Head of Fundraising and Communications
Salary:	£30,000 per annum
Location	Homebased/office

Dear Applicant,

Thank you for your interest in the Partnership Fundraising Executive role we are currently advertising.

Homeless Oxfordshire is the largest homeless accommodation provider across the county. Not only do we provide accommodation at our 56 bed hostel but we have 144 beds across the local community in 24 properties offering a full range of support.

Our mission is to provide short term accommodation with access to high quality support and initiatives that enable people to have a safe space, in which they can begin to take control of their own lives and recover from homelessness.

Through the provision of a wide range of different types of accommodation, people will learn how to manage a tenancy, have improved self-esteem, a more positive self-identity and gain the skills that will enable them to move on, live and succeed with greater independence.

Before you start an application for this post, please ensure that you:

- Have read and understood the requirements of the role
- Can meet the expectations of the Job Description (page 2)
- Meet all of the essential criteria in the Person Specification (page 2)
- Read through and understood the Terms of Employment on page 4 of this document

Job Title: Partnership Fundraising Executive

Main Purpose of role

The purpose of this key position within the Homeless Oxfordshire fundraising team is to inspire others to engage with the charity in order to raise funds through partnerships with corporates, trusts and individuals. With the support of the fundraising team, the post holder will be championed to meet an income target of £120,000.

Main Duties and responsibilities

- To champion and role model kindness, compassion and understanding with all internal and external relationships.
- To develop a culture of support within the organisation.
- To work with the Head of Fundraising and Communications to contribute to the development and take ownership of the implementation of a fundraising strategy which focused on corporate partners, high value individuals.
- Develop a pipeline of corporate prospects.
- Manage relationships with key individual supporters.
- To agree, monitor and meet targets.
- Work with programme staff to create compelling and persuasive cases of support being mindful of the sensitive use of our beneficiaries' experiences.
- Lead on the process of reporting back to funders and partners; working with internal programme staff to collate and produce high quality information for reports.
- Attend internal and external meetings, events and presentations as required.
- Ensure donors are promptly thanked and their gift is accurately recorded.
- To be aware of and operate within charity law, GDPR legislation and our policies and guidelines.

Person Specification

Essential knowledge and experience

- Proven experience of developing corporate fundraising partnerships
- Experience of managing relationships with major donors
- Experience of carrying out prospect research
- Experience of successfully pitching to organisations
- Experience of working with and presenting financial information
- Computer literate with the capability of using Microsoft Office applications
- Experience of working remotely
- Flexible and non-judgmental approach to people and work
- Knowledge of GDPR compliance

Essential skills

- Ability to build strong relationships within the team and with funders
- Enthusiastic, self-motivated with good time management skills
- Inspiring and engaging communications skills
- Confident and competent at approaching new business prospects on the telephone, face-to-face and in writing
- Confident networker
- Ability to understand and maintain confidentiality
- Ability to recognise what motivates a supporter to ensure they have a meaningful relationship with Homeless Oxfordshire

Operational Requirements

- An understanding of the sector, a commitment to the organisation and empathy with service users are also important. Charities need people who have the ability to cope with limited resources, seize opportunities and think creatively.
- The ability to handle numerical data may be required if the role involves budget management or fundraising, as well as political awareness and the ability to remain impartial, as many roles involve working in politically-sensitive areas.
- A full, clean driving license and use of a car, for the purposes of visiting organisations may be necessary.
- Report to the Head of Fundraising & Communications any safeguarding concerns without delay in line with procedures.
- Ensure IT systems are updated as required and concise record keeping is completed promptly.
- Strive for continuous improvement in customer satisfaction and feedback to the Head of Fundraising & Comms.
- Support user involvement and feedback
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this position.
- To ensure that Homeless Oxfordshire's Equal Opportunities Policies are complied with and promoted in carrying out duties of the post.
- To carry out any other duties and responsibilities commensurate with the post as required.

This job description accurately reflects the requirements of the job at the time of writing but may be subject to change from time to time to meet the changing needs of Homeless Oxfordshire.

Health & Safety

Under the Health & Safety at Work Act you have to ensure the Health & Safety of yourself and others who may be affected by what you do or fail to do. This includes colleagues, clients, public and contractors. The Act applies to all work activities and premises and everyone at work has responsibilities under it. You must co-operate with any work place Risk Assessments and draw any perceived problems to the attention of your line manager.

In addition to the general obligations of all employees under the Health & Safety at Work Act, you have a duty to undertake periodical review and Risk Assessments of your operational areas as it affects staff, clients, public and contractors.

The Risk Assessment includes all aspects of your responsibilities as covered by legislation. These Risk Assessments will be recorded and identified problems dealt within appropriate time scales. Records to be maintained of all work undertaken which is a requirement of Health & Safety Law.

Terms and Conditions of Employment

Position:	Partnership Fundraising Executive
Reporting to:	Fundraising Manager
Location:	Can be hybrid working home based & from Head Office in Oxford. (if home would be expected to travel to HO twice a week minimum happy to discuss)
Salary:	up to £30,000 per annum
Hours:	37.5 hours a week. (Core hours are 10am-4pm)
Holidays:	25 days a year + bank holidays
Maternity allowance:	Statutory provision
Pension:	Statutory Pension Scheme
Any other benefits	Cycle to work scheme, Access to an employee support line

Homeless Oxfordshire is an equal opportunities and disability-friendly employer. We guarantee to offer an interview to those with a disability who meet the minimum criteria.

This post will require a DBS check to be undertaken. Having a criminal record will not necessarily disqualify you from acquiring the post.

How to apply

If you wish to apply, please submit your current CV and a cover letter to fundraising@homelessoxfordshire

Please ensure that you provide specific examples to demonstrate your competencies, achievements and skills addressing the specific criteria set out. We recognise that your experience may be from unpaid roles as well as paid employment – please include any voluntary work if it helps to show why you are the right candidate for the job.

Interview questions will be shared with shortlisted in advance of their interview and the interview structure will be discussed to ensure candidates feel comfortable and confident and able to be themselves.

If you would like an informal discussion with a member of the fundraising team to find out more about the role before submitting an application we encourage you to email: fundraising@homelessoxfordshire.uk